**Prerak Pandya**

M.Com. (Accountancy), M.B.A. (Finance)

13 Years Experience in Accounts and Finance

+91 9714244510

prerakpandya@yahoo.com

**Career Objective:**

Intend to build a long lasting career with a leading organization where my education and experience can be mutually fruitful.

**Key Skills:**

* Management, Accounts, Finance, Audit and Taxation
* Tally ERP 9, MS Word, MS Excel, MS Outlook and Internet Explorer
* Textile, Garments, Glass, Home Decore, Hardware

**Experience:**

Total Work Experience: 13 Years

Current Employment:

* Employer: Milton Industries Ltd.
* Location: Ahmedabad
* Industry: Laminated Sheet, Coated Fabrics & GFRE Sheet Mfg.
* Period: From October-2018 to Till Date
* Designation: Assistant Financial Administrator
* Job Responsibilities:
  + GST Entry, Calculation, Payment and Reports Submission to CA
  + PF Entry, Calculation, Payment and Return Filing
  + VAT Audit and VAT Assessment
  + Vendor Ledger Reconciliation
  + Finalization

Previous Employment:

* Sum Décor Pvt. Ltd. as Senior Accountant from July-2015 to October-2018
* Vinod Cotfab Pvt. Ltd. as Finance Executive from Feb-2014 to Mar-2015
* Shree Rang Glass as Sr. Accountant from May-2006 to Jan-2014

Job Responsibilities Handled in Previous Employment:

* Central Subsidy and State Subsidy Work
* Bank Interest Calculation and Refund Claims
* Finalization
* Liaison with Bank, CA and Consultants
* TDS, Service Tax, VAT and CST Calculation, Deduction, Entry and Payment
* Statutory Audit and VAT Audit Compliance
* Bank Reconciliation
* Stock Statement and DP Calculation
* MIS Reports
* Book Keeping Entries

**Education:**

* M.B.A. (Finance) from Sikkim Manipal University in 2010 with 80% Marks
* M.Com. (Accountancy) from Gujarat University in 2008 with 50% Marks
* B.Com. (Accountancy) from H.K. Commerce College in 2006 with 61% Marks
* H.S.C. (Commerce) from B.A.B.S. High School in 2003 with 68% Marks
* S.S.C. from H.B. Mehta High School in 2001 with 83% Marks

**Other Courses:**

* Certificate Course on Computer Concepts (CCC) from DOEACC Society, Govt. of India in 2007 with B Grade
* Certificate in Tally from C-DAC, Govt. of India in 2005 with A+ Grade

**Personal Details:**

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Alternate Phone No.: +91 9979508144

Alternate e-mail Id: prk\_pandya@live.com

Date of Birth: 7th December, 1985

Marital Status: Unmarried

Languages Known: Gujarati, Hindi and English

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