**VIPUL KADIA**

**Address for correspondence**

I – 3/30, Akashdeep Appt.,

Near Akhbarnagar Bus Stand,

Nava Vadaj,

Ahmedabad - 380013

Gujarat,

India.

Mobile No: 9925923842

**E-mail: v.kavi87@gmail.com**

**Objective:**

Seeking a responsible accounting position with a reputable company& Obtain a challenging position that will allow me to utilize my educational attainments and professional skills demonstrated expertisein the domain of Accounting and work efficiently in creative & challenging environment. Moreover seeking opportunities with a growth oriented organization and work for the best interest of the organization.

**Strength:**

Effective communication & team worker with strong analytical power, Leadership and self confidence, Honest, problem solving and result oriented approach, and there is something which is beyond the qualifications.

**Work Experience**

**11Years10 Month**

**1.**

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| **No.** | **Organization** | **Period From To** | | **Designation** | **Area of Expertise** |
| **1.** | **Gujarat Infrastructure Development Board** | Jun.  2019 | November 2020 | Head Clark | Accounting ,Expenses voucher, Salary Bill , All back office Head Clark related work |
| Duration | | | 1 Years & 6 Month | | |
| Designation | | | Head Clark | | |
| Company Profile | | | GIDB(Gujarat Infra. Development Board) basically an Infrastructure Facilitator Development Board,  Establishment of Special Investment Region. | | |
| Job Description | | | | | |
| • Accounting  • Expenses Voucher  • salary Bill  • All back office Head Clark related work | | | | | |

**2.**

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| **No.** | **Organization** | **Period From To** | | **Designation** | **Area of Expertise** |
| **1.** | **Jatinbhai B Shah** | Feb.  2019 | Jun.  2019 | Accountant | ACCOUNTING,AUDITING,SALES,  PURCHASE,EXPENS,JOURNAL VOUCHAR,GST & VAT ,  BANK RECONCILIATION  ALL WORKS IN ACCOUNTING |
| Duration | | | 5 Month | | |
| Designation | | | Accountant | | |
| Company Profile | | | J. B. Shah and company basically an accounting firm which is established since 2009 operated locally by the owner J. B. Shah | | |
| Job Description | | | | | |
| • Accounting  • Finalization in Tally erp 9 • Auditing  • Journal Voucher  • VAT Report  • GST Report  • Bank Reconciliation | | | | | |

**3.**

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| **No.** | **Organization** | **Period From To** | | **Designation** | **Area of Expertise** |
| **1.** | **SUPER CROP SAFE LIMITED** | August.  2018 | Feb 2019 | Accountant | ACCOUNTING,AUDITING,SALES,  PURCHASE,EXPENS,JOURNAL VOUCHAR,GST & VAT ,  BANK RECONCILIATION  ALL WORKS IN ACCOUNTING |
| Duration | | | 6Month | | |
| Designation | | | Accountant | | |
| Company Profile | | | Super Crop Safe Limited Company basically Pesticides which is established since 1995, It has established distribution network for marketing its products in the states of Gujarat, M.P., Rajesthan, Punjab, Hariyana, Maharastra, & Chhattisgadh. | | |
| Job Description | | | | | |
| • Accounting  • Finalization in Tally erp 9 • Auditing  • Journal Voucher  • VAT Report  • GST Report  • Bank Reconciliation | | | | | |

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| **No.** | **Organization** | **Period From To** | | **Designation** | **Area of Expertise** |
| **1.** | **Chandrakant Jayantilala Modi** | Feb.  2012 | August  2018 | Accountant | ACCOUNTING,AUDITING,SALES,  PURCHASE,EXPENS,JOURNAL VOUCHAR,GST& VAT ,  BANK RECONCILIATION  ALL WORKS IN ACCOUNTING |
| Duration | | | 6 year 5 month | | |
| Designation | | | Accountant | | |
| Company Profile | | | C.J. Modi and company basically an accounting firm which is established since 1998 operated locally by the owner C.J. Modi | | |
| Job Description | | | | | |
| • Accounting  • Finalization in Tally erp 9 • Auditing  • Journal Voucher  • VAT Report  • GST Report  • Bank Reconciliation | | | | | |

**5.**

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| **No.** | **Organization** | **Period From To** | | **Designation** | **Area of Expertise** |
| **1.** | **I – Tech Solutions** | December  2009 | January  2012 | Accountant | ACCOUNTING,AUDITING,SALES,  PURCHASE,EXPENS,JOURNAL VOUCHAR,VAT REPORT,  BANK RECONCILIATION  ALL WORKS IN ACCOUNTING |
| Duration | | | 3 year | | |
| Designation | | | Accountant | | |
| Company Profile | | | I – Tech Solution basically Computer Network Solutions Providers & Computer Software Solution Providers. | | |
| Job Description | | | | | |
| • Accounting  • Finalization in Tally erp 9 • Auditing  • Journal Voucher  • VAT Report  • Bank Reconciliation | | | | | |

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| **No.** | **Organization** | **Period From To** | | **Designation** | **Area of Expertise** |
| **1.** | **SHREE GAYATRI TRADING COMPANY** | Nov.  2008 | Nov.  2009 | Accountant | ACCOUNTING,AUDITING,SALES,  PURCHASE,EXPENS,JOURNAL VOUCHAR,VAT REPORT,  BANK RECONCILIATION  ALL WORKS IN ACCOUNTING |
| Duration | | | 1 year | | |
| Designation | | | Accountant | | |
| Company Profile | | | Shree Gayatri Trading Company basically Steel Business Company which is established since 1997. | | |
| Job Description | | | | | |
| • Accounting  • Finalization in Tally erp 9 • Auditing  • Journal Voucher  • VAT Report  • Bank Reconciliation | | | | | |

# Academic Credentials

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| **Exam** | **Year** | **Class** | **Board/University** |
| B.com | 2007 | Pass | Gujarat University |
| HSC | 2004 | Pass | GSHEB |
| SSC | 2002 | First Class | GSEB |

# IT Skills

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| ERP Package | : | Tally ERP-9 |
| Application Software | : | MS Office |

# Personal Attributes

* Be honest and trustworthy
* Right attitude to office work
* Eager to learn new things
* Demonstrate sound work ethics

# Personal Information

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| **Date of birth**:11th January 1987. |
| **Sex:** Male |
| **Marital status:**Married |
| **Mobile No**: 9925923842 |

**Signature**

**(Vipul Kadia)**