

# MEHUL BALUBHAI PANCHANI

---

## Personal Information

---

**Address** :- 91 – Sarita Society, Nr. Diamond Mill,  
Nikolgam Road, Bapunagar,  
Ahmedabad – 382350.

**Contact No.** :- 9925122856 /8732944046

**Email Id** :- [mbpachani28@gmail.com](mailto:mbpachani28@gmail.com), [mbpatel24@yahoo.com](mailto:mbpatel24@yahoo.com)

**Date Of Birth** :- 28<sup>th</sup> July 1987

---

## Education Qualification

---

Degree	UNIVERSITY/BOARD	PASSING YEAR	PERCANTAGE	INSTITUTE
M. COM	GUJARAT UNIVERSITY	2009	48%	EXTERNAL
B. COM	GUJARAT UNIVERSITY	2007	59%	H.K. COMMERCE COLLEGE
H.S.C.	GUJARAT BOARD	2004	69%	VIDHYANAGAR HIGHER SECONDARY SCHOOL
S.S.C.	GUJARAT BOARD	2002	51%	SHREEJI VIDHYALAY

---

## Computer Proficiency

---

- INTERNET
- MS OFFICE (Excel, Power point, Ms-word)
- SAP
- TALLY

---

## Experience

---

- 1) **Company Name** : Technocreek Consultancy Private Limited
- Experience** :- 28<sup>th</sup> December, 2018 to at present
- Designation** :- Senior Accountant
- Industries** :- IT & Web Development Company

**Key of Responsibilities**

- Responsible for the daily management of accounts payable and accounts receivable departments.
- Prepare and review budget, revenue, expense, payroll entries, invoices and other accounting documents.
- Examine accounting records and summaries.
- Making appropriate recommendations and advising of the impact on the business. Carrying out any necessary research, analyzing it and concluding on the information.
- Analyze financial statements and reports and provide financial, business and tax calculation.
- Prepare of GSTR-1 and 3B data for return filling purpose.

- TDS Payment and Prepare return data.
- Prepare or co-ordinate the preparation of financial statements, summaries, and other cost-benefit analysis and financial management controls.
- Prepare final balance sheet and profit & loss account.
- Prepare detailed reports on audit findings and make recommendations to improve individual or establishment's accounting and management practices.

**2) Company Name :- BLUETEX (I) PVT. LTD.**  
**Experience :-** 1<sup>st</sup> May, 2017 to 27<sup>th</sup> December, 2018  
**Designation :-** Account Executive  
**Industries :-** Manufacture of Chemical Industries

**Key of Responsibilities**

- Preparation of Service tax cenvat credit register
- Preparation of 3B and Gstr-1 detail for return filling Purpose.
- Preparation of 3cd data for audit purpose.
- Purchase bill entry passed in system.
- Preparation of bank reconciliation statement and other banking work.
- Cash book maintain and cash voucher posting in system.
- Vendor bill posting and payment.
- Vendor bill check with purchase order and delivery challan
- Preparation TDS payable working statement.

**3) Company Name :- STEEL STRONG VALVES (I) PVT. LTD.**  
**Experience :-** 21<sup>st</sup> Mar, 2016. to 30<sup>th</sup> Apr, 2017  
**Designation :-** Account Executive  
**Industries :-** Manufacture of Industrial Valves

**Key of Responsibilities**

- Preparation of Service tax cenvat credit register
- Purchase bill entry passed in system.
- Preparation of bank reconciliation statement and other banking work.
- Cash book maintain and cash voucher posting in system.
- Reconciliation Receivable and Payable.
- Vendor bill posting and payment.
- Vendor bill check with purchase order and delivery challan
- Preparation VAT & TDS payable working statement.

**4) Company Name :- DTDC EXPRESS LTD.**  
**Experience :-** 7<sup>th</sup>, October, 2014. to 19<sup>th</sup>, March, 2016  
**Designation :-** Account Executive  
**Industries :-** Logistic

**Key of Responsibilities**

- Preparation of Service tax cenvat credit register.
- Preparation of bank reconciliation statement and other banking work.
- Cash book maintain and cash voucher posting in system.

- Preparation custom duty reconciliation statement.
- Vendor bill posting and payment.
- Customer and vendor on account clearing.
- Admin expenses verify and payment (like this: - electricity, telephone, internet charges etc.)

**5) Company Name** :- **SANKET METROPOLIS HEALTHCARE (I) PVT. LTD.**  
**Experience** :- 1<sup>st</sup> April, 2013 to 6<sup>th</sup> October, 2014  
**Designation** :- Account Executive  
**Industries** :- Healthcare

**Key of Responsibilities**

- Revenue reconciling and posting in system.
- Cash book maintain and cash voucher preparation and posting in system.
- Daily Bank reconciliation and other banking work.
- Vendor bill posting and payment.
- TDS payment working sheet preparation for TDS return filling.
- 26as reconciliation against TDS Receivable ledger.
- Customer on account clearing.
- Admin expenses verify and payment (like this: - electricity, telephone, internet charges etc.)
- P & L MIS preparation every month

**6) Company Name** :- **S.L. Patel & Co.**  
**Experience** :- 01<sup>st</sup> July, 2007 to 31<sup>th</sup> March, 2013  
**Designation** :- Account Executive  
**Industries** :- Finance Adviser

**Key of Responsibilities**

- Sales bill generate and posting in system.
- Purchase bill entry pass in system and payment
- Preparation bank reconciliation statement.
- Vendor RTGS payment and cheque payment.
- Cash voucher entry
- Preparation of TDS calculation statement for TDS paid and return filling.
- Preparation of VAT calculation statement for vat paid and return filling.

**Thanking You,**

**MEHUL PANCHANI**