

Resume

JAYDIP PARMAR

B. Com, M. Com

A-3, Ashapura Appt,
Near, Vikash Estate
Opp. Anil Mill,
Bapunagar,
Ahmedabad-380024.

Contact No: 6353820156

Email: - jaydipsoneri18@gmail.com

Professional Objective

I am looking forward to be an integral part of your organization to secure a responsible career opportunity, where I can fully utilize my training, technical & management skills, while making a significant contribution to the success of the organization.

Professional Experience

1. **Accountant and Audit Assistant at Rajesh Lalwani & Co.** (Chartered Accountants) Period Served: From Jun-19 to Nov-22.
2. **Taxation Executive at Qarmatek Services Pvt Ltd** Period Served: Dec-22 to present

Work handled during Job Period

- Manage all accounting transactions.
- Reconcile accounts payable and receivable.
- Prepare budget forecasts.
- Finalization of accounts.
- Preparation & filing of Income tax returns.
- Internal Audit, Tax Audit
- Prepare and filling GST Returns (GSTR-1, GSTR-3B, GSTR-9 & 9C)
- GST Refund related Coordination with Departmental Officers
- Prepare and filling TDS Returns
- Preparation of MIS Report

Educational Qualification

Academic

Name of Exam/Degree	Name of Board/University	Year of passing	Marks (%)
S.S.C	GSEB	2014	61.5%
H.S.C	GHSEB	2016	63.2%
B. Com	S.P. University	2019	68.8%
M. Com	S.P. University	2021	53.1%

Computer skills

- Well versed with MS Office.
- Well knowledge of Accounting and ERP packages (Tally).
- Well knowledge of Income Tax and TDS Software Spectrum KDK.
- Well knowledge of GST Software Clear Tax & SCIGST.

Personal skills

- Keen to learn.
- Managing to complete the work assigned in the allotted time.
- Ability to work in a team environment.
- Initiative and desire to excel.
- Keeping the track record of work assigned in terms of completion.
- Strong accounting and system knowledge.

Hobbies and Interest

- Playing Cricket
- Listening Music
- Reading Books

Personal details

Date of Birth : 18-jan-1999
Father's Name : Naginbhai Parmar
Language Known : Gujarati, Hindi, English
Permanent Address : 261-Soneri, Sorna, Ta-
Kapadwanj, Dist-Kheda Pin-
387620.

(Jaydip Parmar)