



## **Curriculum vitae format**

### **KANUBHAI M. BARIA.**

At- post; - Navapura Ta;- sanand  
Dist; - Ahmedabad  
Navapurio vash Navapura  
MO;- 9537302198

### **Personal details**

Date of Birth	20 <sup>th</sup> May. 1981
Father Name;-	Mangalsinh Ramabhai Baria
Marital Stats;-	Married
Gender;-	Male

### **Education Qualifications**

S S C. H S C & T. Y. B.Com in Arts & Commerce College Devgaddh  
Baria Guj. Uni. With Pass Class.

### **Computer Knowledge**

Knowledge of MS Office Word Excel Computer Internet  
Financial System & Manufacturing System in Computer Tally 7.2 &  
Tally ERP 9.Prime

### **Job Profile**

- Sales/Purchase Accounts
- Bank Reconciliation/General Ledger
- Credit & collection Cash Book
- Sale-GST Return filing, Following  
Income-Tax (T.D.S) (16A
- Stock in charges Delivered strong and sustainable operating,

Financial & service gains through expertise in system implementation,

standardization, work flow optimization and long- range planning

- I am Working is Accountant officer
- Up to finalization of accounts that's includes.GST Report
- All Accounts to be maintained in "Tally 9 ERP
- Entry of Daily Sales Proceeding.
- Entry of Daily Purchase Proceeding.
- Entry of Daily Cash Transactions.
- Maintain all register/Ledger etc.
- Visit to Bank –For all Banking Works
- Reconciliation of Bank Statements
- To Maintain Cash Flow Statements
- Preparation of outstanding Statement Monthly.
- Follow up with customers for timely collection of payment wherever necessary
- Give outstanding Payment of total Sales force to monitor collection & supply of Materials
- To Plan timely Payment to supplier of raw materials & for other utilities to avoid late Payment.
- Preparation of Monthly Trial Balance Statement,
- Preparation of P & l Statement and Balance Sheet
- To Conduct Audit of accounts

Any Work pertaining to accounts related work has to be carried out independently.

Sachem Duty Draw-back

- To adopt system to maintain assessable value of finished goods and Raw materials in stock

Visit and Discuss GST Department GST Refund State And Central. I GST Consultant Thru

- Visit to GST office to sort out any issues
- Export: Export document & Banking transaction

### **Job Experience (12. Years)**

As an Account Assistant in Vardan Micro Finance Limkheda. Dahod Branch.

**8<sup>th</sup> Feb -2010 to Continue**

Presently Working as an Senior Accountant ZEETA ELECTRICAL ENGINEERING PVT. LTD.

Charvadi Matajina patiya

**Reference;**

1. Mukeshbhai N. Khanchandani

(Director )