

FROM: - LENCHIYA MINESH CHHANALAL	B-2/8, Shayona city part-1, R.C Technical Road, Ghatlodiya, Ahmedabad. (Gujarat)
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Mobile No.: 97141 12997

Email ID: minesh.lenchiya@gmail.com

EXPERIENCE: -

1. Two and half Years Experience as Accountant Assistant in “MUNIR MAINS”, Opp. Brigade Tans Air, Residency Road, Bangalore
Duration: 05.06.1999 to 24.12.2002
2. Six-Month Experience as **Auditing Work** “V.K. JINDAL & CO” Nar Narayan Complex, Navrangpura, Ahmedabad. (09.12.2000 to 14.06.2001)
Duration: 07.01.2003 to 15.07.2003
3. I have three and half years’ experience in “S.Kumar Industries Pvt Ltd” for the post of Account & Excise Assistant. (27.06.2001 to 05.01.2005)
Duration: 18.07.2003 to 11.01.2007
4. I have Three years’ experience in “Kamakshi Flexi Prints Pvt Ltd. 42, Changodar Industrial Estate, Sarkhej Bavala Road, Changodar.” for the post of Account and Excise Assistant. (17.01.2005 to 18.08.2008)
Duration: 17.01.2007 to 12.08.2011
- 05 Presently, I am doing work in “Hemlines Textile Exports Pvt Ltd, for the post of “Account Executive”
Duration: 01.09.2011 to Continue

Job Responsibility:

- Responsible for independently handling day to day accounting works up to finalization.
- Maintain Books of accounts i.e. Cash Register, Bank Register, Purchase, Sales, Journal register also maintain Party ledgers & General Ledgers.

- Responsible for Checking & Verification of Bills, Supporting documents, relevant Approvals, Purchase Order & Other Agreements.
- Responsible for day to day banking functions, including Bank Reconciliation Statement & Cash Disbursement.
- Responsible for day to day Cash & Petty Cash Transaction.
- Prepare MIS Reports, Creditors - Debtors Outstanding Report and Sales-Purchase Report.
- Monthly Prepare Book Debts & Stock Statement report for Bank.
- Pass the Entries of Provisions & Prepaid Expenses.
- Handling Account Payable. (Involvement in bills processing/approval, to ensure timely & correct payment to suppliers up to the prescribed limit.)
- Responsible for Reconciliation of Customers, Suppliers & Vendors Ledgers with the company books of accounts on time.
- Handling all activities related HR department including Salaries, Collecting Tax Declaration, Tax Planning also Deduction TDS amount from salaries. Company Production Increases & Repair Maintenance Exp Controlling. Properly Purchase chain developing and reduce capital block.
- Responsible for TDS Work i.e. Calculation of TDS Amount, On Line Payment.
- Handling all works related to C Form & maintains the records properly.
- Ensure timely payment of all statutory dues i.e. **GST**, TDS, Prof. Tax, Advance Tax & Service Tax, ESIC
- Prepare financial report or MIS Report on daily / monthly / quarterly / yearly base, also as per management requirements.
- Prepare VAT Return documents or VAT Assessment documents as per requirement by Sales tax Department.
- Handling Statutory & Internal Audit work. Coordinating with Auditors, Consultant, and Government Staff.
- Responsible for Day to day handling of A/c in Ledger Scrutiny. Head wise exp monitoring and inform management with suggestion.
- Pass the all entry at the time of finalization and actively Participate in Finalization of the accounts including Profit & Loss Accounts, Balance Sheets. As discussed & decided with owners, auditors and C.A.

EDUCATIONAL QUALIFICATION: -

SR NO.	COURSE	BOARD UNIVERCITY	OBTAINED MARKS	SUBJECT	Grade
1.	S.S.C.	Gujarat Secondary Education Board	385/700	1993	Second
2.	H.S.C.	Gujarat Secondary Education Board	354/600	1995	Second
3.	B. Com.	Gujarat University	480/900	1998	55.28

SOFT SKILL

SR. NO.	COURSE	YEAR OF PASSING	INSTITUTE	RESULT
1	D. E.T G. (Windows)	-	-	-
2	D. E.T.G. (Internet E-Mail)	-	-	-
3	Hi- Tech Com. Edu (Financial Account Systems)	-	-	A Grade
4	Tally Academy (Financial Account Systems)	-	-	A Grade

PERSONAL PROFILE: -

NAME: -	LENCHIYA MINESH CHHANALAL
FATHERS NAME: -	Chhanalal Mohanlal Lenchiya.
ADDRESS: -	B-2/8, Shayona city part-1, R.C Technical Road, Ghatlodiya, Ahmedabad.
DATE OF BIRTH: -	01/11/1982.
NATIONALITY: -	Indian
HOBBY: -	Reading, Music

MARITAL STATUS: -	Married
RELIGION: -	Hindu
EMAIL ID.	minesh.lenchiya@gmail.com
PHONE NO.	Mobile No. 97141 12997

Declaration:

I here declared that the information furnished above is true to the best of my knowledge and belief

Present Salary 50000/- p.m.

Expected Salary:

Date: 01/08/2021
Place: Ahmedabad.

Minesh C.Lenchiya

LENCHIYA MINESH CHHANALAL

Knowledge of Account/Excise/Purchase/Production/Dispatch.

1. Accounts: Sales Tax, Tds, P.F, Pro Tax, and all accounting entry.
2. Excise : RG 23 parts I & II, RG 23 c Part I & II, Annexure maintain, Job work register maintain, Form 4, RG all register maintain.
3. Production Report Maintain,
4. Factory Cash handle.
5. Stock Register Maintain.
6. Dispatch All Documents making.
7. P.o
8. Grn