

# RESUME

## MAYOOR M. GAJJAR

**Date of Birth** 25<sup>th</sup> February, 1986  
**E-mail Id** [mayoor1484@gmail.com](mailto:mayoor1484@gmail.com)  
**Contact No.** 8758441121  
**Languages Know** English, Hindi, Gujarati  
**Total Experience** 12+ Years

**Permanent Address:**  
2/A, Radhika Park Society,  
Jashoda Nagar Cross Road,  
Opp. Baroda Exp. Way,  
AmaraiWadi,  
Ahmedabad-380026

### Career Objective:

To develop expertise & skills in Accounting while working for a reputed organization and doing best towards the growth of organization, by virtue of knowledge & professional skills.

Ever learning attitude for betterment of job related functions and use the skills obtained through my experience to benefit my employer.

### ACADEMIA

Particular	School/College	Board/university	Year of passing	Percentage (%)
IPCC (ATC)	C.A.institute Ahmedabad	ICAI	2013	51
M.COM	External	Gujarat University	2013	46
C.P.T	C.A.institute Ahmedabad	ICAI	2007	51
B.COM	H.L.College of Commerce	Gujarat University	2006	59
H.S.C	Jay Somenath High School	G.S.H.E.B.	2003	74
S.S.C	Shree Swaminarayan High School	G.S.E.B.	2001	70

## **PROFESSIONAL EXPERIENCE**

At Present I am working with **Servashanti Properties Pvt. Ltd.** from May, 2017 as Senior Accountant and my job profile are as under.

- To See over all accounts of our Four Company
- Monthly TDS and GST Payments and Return Filling Work
- Verify Material Purchase and Expense Bill Entry
- Overview Bank Reconciliation
- Manage Accounts Payable, Prepared / Unpaid and other Journal Entries, Set up and Maintained accounts
- Finalization of Accounts and Audit related work
- Assist in assessment Related work
- Monthly Report Preparation as required by Management.
- Assist Staff Members in solving work problems & coordinate the work of the unit

I have worked with **Nishant Construction Pvt. Ltd.** From November, 2013 to April, 2017 as Accounts officer and my job profile are as under.

- TDS, Service Tax and VAT Return.
- Purchase, Expense Bill Entry and Bank Reconciliation.
- Approve Material Purchase Bills Entry
- Verify Petty Cash Expense Voucher and entry approval
- Monthly Report Preparation.
- Audit Related Work and Finalization Work.
- Assist Staff Members in solving work problems & coordinate the work of the unit.

I Have Worked With **G I Infotech Ltd. (KPO)** as Accounts Executive from July, 2013 to Nov, 2013 and my Job Responsibility are Finalization Work of U.K and Ireland Client.

I have worked with **Chamak Paintchem Ltd.** From July, 2011 to July, 2013 As Assistant Accountant and my job Responsibility are as under.

- Monthly TDS & Service Tax Return
- Purchase, Import Purchase & Journal Entry
- Verify Bank Reconciliation
- Bank Stock Submission
- Working Foreign Exchange Gain/Loss on Import Purchase
- Audit Related and Finalization Work.

I have completed my Article ship with **M/S Patel & Khandwala (C.A.Firm)** for 3 & 1/2 year on January, 2011 for my C.A .Study.

## **NATURE OF DUTIES AND RESPONSIBILITY**

- Accounting work
- Auditing work
- G.S.T, T.D.S, & other Taxation related work.

## **PROFESSIONAL SKILLS**

- To perform with minimum input & give maximum output by way of personal care.
- Self motivated, Dedicated, Peak performing professional with relevant knowledge.

## **Additional Qualification:**

- Tally ERP 9
- Far Vision
- SAP (Business One)
- FAS
- Internet
- Basics in Computer Application (MS OFFICE)

## **Family:**

- Father            Business
- Mother          Housewife
- Brother          Business
- Wife             Housewife
- Sister In law   Housewife

**Strengths:** Team player, Leadership, Self Motivated, Hard working.

I hereby declare that all the information given above is true to the best of my knowledge.  
Hopping for your positive reply.

**Yours Truly,**

**Mayoor M. Gajjar**