

CURRICULUM VITAE

VALMIK BHUPENRABHAI KHAMAR
(B.COM)

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CAREER OBJECTIVE

With clear GST knowledge and maintaining transparent accounting practices which shows a clear picture of the business. Ensure books are maintained as per government policies & no penalties are levied on the company due to deviation. Also, keep track of upcoming govt. policies & find ways in which business benefited.

ACADEMIC QUALIFICATION

NAME OF EXAMINATION	BOARD/ UNIVERSITY	MONTH & YEAR OF PASSING	% AGE OF MARKS OBTAINED
S.S.C	G.S.E.B	MAY- 2000	56
H.S.C	G.S.E.B	MAY-2002	46
B.COM	GUJARAT UNIVESITY	NOVE-2011	40
GST	MUNIMJI TRAINING INSTITUTES	SEP-2017	Certificate course

JOB PROFILE

TOTAL EXPERIENCE 17 YEARS +

- As Factory Manager in **Dark Horse Chemicals**, phase-2, vatva, GIDC Ahmadabad. From Jan'2020 to My current work here: **Job Profile:**
 - ❖ Purchase Goods as required by the plant manager, also do admin work.
 - ❖ Make invoices, dispatch goods, and follow up with the transporter and party after goods are dispatched.
 - ❖ Maintain day-to-day banking transactions and reconciliations. Coordination with a bank manager or executive for banking-related queries
 - ❖ Prepare cash vouchers and verify with directors, Make invoices, delivery challans, sales, purchase, and expenses data entry.
 - ❖ Resolving client's account regarding queries.
 - ❖ Make the client's due receivable and payable reports and mail them to the director weekly.
 - ❖ Make salary sheets and employees' TDS and make salary payments through the bank.
 - ❖ Prepare TDS and GST data for returns file and co-ordination with CA and GST consultants.
 - ❖ Finalization of Accounts and Verification of vouchers and involvement in auditing.
 - ❖ Debtors and Creditors balance reconciliation and age-wise analysis of Debtors balances.
 - ❖ Maintain a record of the personal documents of the directors.
- As Sr. Accountant in **CCT Digisol Pvt Ltd**, C.G road, panchvati crossroad, Ahmadabad. From Dece'17 to Jan'20. **Job Profile:**
 - ❖ Prepare monthly cost reports and quarterly financial Statements.
 - ❖ Maintain day-to-day banking transactions and reconciliations of domestic and international banks.
 - ❖ Coordination with a bank manager or executive for forex rates, currency conversions, and other banking-related queries.
 - ❖ Prepare cash vouchers and verify with directors. Prepare form 16 yearly.
 - ❖ Make invoices as per received mail from our various departments.
 - ❖ Resolving client's account regarding queries.
 - ❖ Make clients' due payment reports and mail them to the director every week.
 - ❖ Coordination with HR for Payroll and employee TDS and making salary payments through the bank.
 - ❖ Receivables and payables fund analysis and management.
 - ❖ Prepare TDS and GST data for returns file and co-ordination with CA and GST consultants.

- ❖ Finalization of Accounts and Verification of vouchers and involvement in auditing.
 - ❖ Debtors and Creditors balance reconciliation and age-wise analysis of Debtors balances.
 - ❖ Maintain a record of the personal documents of the directors.
- As Sr. Accountant in **Aroma Enterprises (I) Ltd**, H.O office, Sola Science City Road, S.G. Highway, Ahmadabad from April 15 to Dec'17 **Job Profile:**
- ❖ Finalization of Accounts of H.O. and Branches, preparation of financial statements.
 - ❖ Prepare monthly financial reports, branch-wise reconcile complex fixed asset accounts.
 - ❖ Resolving H.O and Branches client's queries regarding overdue payments
 - ❖ Preparation of online filing of Income Tax, TDS, and VAT returns
 - ❖ Debtors and Creditors balance reconciliation and age-wise analysis of Debtors balances.
 - ❖ Preparation of Bank Reconciliation Statements. Verification of vouchers and involvement in auditing.
 - ❖ Supervising & auditing all the accounting entries done by the team.
 - ❖ Maintained Dispatch Invoice of daily sales. Follow up on Form "C" and TDS Certificates.
 - ❖ Maintained general ledger and prepared quarterly and/or annual schedule B's, payment schedules, financing schedules, income statements, balance sheets, and mortgage banking financial reports, monthly salary sheets.
 - ❖ Maintain a record of the personal documents of the directors.
 - ❖ Maintained Dispatch Invoice of daily sales H.O office and branches
 - ❖ Prepare Sales, purchases, Expenses, Bank, and journals entries
- As Sr. Accountant in **Mahavir Tags & Accessories Pvt Ltd.**, Saraspur, Ahmedabad from Feb'05 to March 15.
- Job Profile:**
- ❖ Prepare monthly financial reports, reconcile complex fixed asset accounts, generate ad-hoc reports, and provide reports to management regarding significant expenditure fluctuation
 - ❖ Prepare monthly stock statements and provide reports to the bank.
 - ❖ Maintained general ledger and prepared quarterly and/or annual schedule B's, payment schedules, financing schedules, income statements, balance sheets, and mortgage banking financial reports, monthly salary sheets.
 - ❖ Resolving client's queries regarding overdue payments
 - ❖ Preparation of online filing of Income Tax, TDS, and VAT returns
 - ❖ Preparation and finalization of Accounts, and preparation of Financial Statements.
 - ❖ Debtors and Creditors balance reconciliation and age-wise analysis of Debtors balances.
 - ❖ Preparation of Bank Reconciliation Statements. Verification of vouchers and involvement in auditing.
 - ❖ Supervising & auditing all the accounting entries done by the team.
 - ❖ Maintained Dispatch Invoice of daily sales. Follow up of Form "C" and TDS Certificates.
 - ❖ Maintain a record of the personal documents of the directors.

TECHNICAL/COMPUTER SKILLS

Programming Skills	Tally ERP9
Operating System	Windows / 2000/ XP / Vista/ 2007
Working Knowledge	MS Word, Excel, PowerPoint, Internet Operation
Team handling	3 Person
GST	GST Law

PERSONAL STRENGTH

- ❖ Positive Attitude, Honest, Hardworking, Flexible Approach

PERSONAL INFORMATION

- ❖ Name: Valmik B. Khamar
- ❖ Father Name: Bhupendrabhai H. Khamar
- ❖ Date of Birth: 04th Oct. 1985, Gender: Male, Marital Status: Married
- ❖ Languages Known: English, Hindi, Gujarati
- ❖ Present Address: D/16, Shivpark society, B/h. Punit Nagar, Nr. Cadila Crossing, Ghodasar,

DECLARATION

I hereby declare that the information mentioned above is true and correct according to my knowledge and belief.

Place: Ahmadabad

Date

Valmik B Khamar