

NILESH CHAVDA

Account Manager

PROFILE

I have experience to handle various professional work which internally connected with each other like Accounting, Auditing, Management, Taxation, with various module as finance and management modules, HR Module, Account and auditing module etc.

VISION

I would like to work with a progressive Firm or company with futuristic vision and add professional values in their business processes with wealth of experience and knowledge gained and lead the group forward with innovative leadership. I habited to Co-ordinates with another department & Colleague. Also, Analysis of Situation and take profitable decisions.

PERSONAL DETIALS

I was born on 11th March, 1996 in Ahmedabad city, my residential address is 315/1531 G.H.B, Near old Post office, Bapunagar, Ahmedabad - 380024

CONTACT

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HOBBIES

Chess
Movies
Listening songs

EDUCATION

C.U. Shah Commerce College

Bachelor of Commerce - 2016

Prin M.C. Shah Commerce College

Master of Commerce – 2018

D. T. Law College

Bachelor of Laws – 2023

WORK EXPERIENCE

Managemoney Services Pvt Ltd – Account Manager

October 2020 – Still working.

Engaged with managing and leading of Account department and direct & Indirect taxation department. Also handling ASM which stands for agency for Specialized Monitoring, Stock Audit, Internal Audit, Statutory Audit, Management Audit etc.

Themis Medicare Limited – Jr. Officer (Finance cum Audit)

January 2018 – October 2020

Engaged with Audit department as Internal Auditor and Management auditing in which I analyze and filter forged and counterfeit expenses to reduce company unnecessary costing. I was operating PERP finance module, preparing MIS and related report bases on company required to take management related decision.

Purshottam Khandelwal & Co. – Accountant & Tax Assistant

December 2016 – January 2018

Handling Accounting & practicing in Income tax and GST. All work related to banks and handling office administration work.

TECHNICAL SKILLS SET

Working Knowledge of Accounting Software like Tally ERP & Prime, PERP Finance Module, Marg Software. Also having various web-based applications and software for office management, Professional knowledge of MS office.

SKILLS

Accounting	90%
ITR Compliance	75%
GST Compliance	90%
Auditing	80%
Management	85%
MS Office	75%