

Mittal Gohil

Address: D-402, Shilp Shruti Apartment,
Near Mahakali Petrol Pump, S.P. Ring Road,
Bilasiya, Ahmedabad : 382430

☎: 91-9601621347, 9904511806

✉: mittalkpanchal@gmail.com



PROFILE SNIPPET

- A thorough professional offering **nearly 12 years** of experience in accounting & taxation.
Bank, Sales Tax, Service Tax, Bank Reconciliation, TDS, VAT, CST & GST

EXPERIENCE SNAPSHOT

Maruti Plastics (PVC Pipe Manufacturing Co.)

Since July 2006

Account Executive

192, G.V.M.M. Odhav, Ahmedabad

Mr. Hiralal Patel – 09825036624

Saumya Tecnocrates (Lab Testing Machine Manufacturing Co.)

Since November 2016

Sr. Account Executive

Plot no. 177, Road No. 04, Kathwada G.I.D.C., Kathwada, Ahmedabad.

Mr. Indravadan Panchal – 09825192769

Maruti Polymer (PVC Pipe Manufacturing Co.)

Since November 2018

Sr. Account Executive

192, G.V.M.M. Odhav, Ahmedabad

Mr. Hiralal Patel – 09825036624

ORG Engitech Limited (Water purifier Manufacturing Co.)

Since September 2019

Sr. Account Executive

Survey No.1009/P,(Old-662/P) B/h Kashi Pack Care, Opp. Techflow,

Ahmedabad to Indore Highway, Village - Kubadthal, Ta: - Daskroi, Ahmedabad-382430.

Ms. Hetal Gupta - 09327920730

PRIORITY RESULT AREAS

Maruti Plastics

since July 2006

Account Executive

- Mentioning all financial records like Bills, receipt and stock maintains, etc.
- Calculating service tax of debtors in excels as well as in Tally.
- Preparing excise returns.
- Verifying bills & reconciliation of parties.
- Preparing monthly salary sheet and working on statutory dues like PF, ESIC and PT.
- Submitting cash & bank entries In Tally.
- Preparing daily cash & bank scroll.
- Preparing monthly VAT & CST returns.
- Preparing 'C-Form' receivables and issuable.
- Handling of petty cash book on daily basis
- Recording details of expenses from employees.
- Reconciling bank statement at the end of the month.

- Preparing annual bonus. Finalization of accounts.
- Preparing the outstanding list of Debtor & making Payment follow-up.
- Following up with the supplier for bills.
- Timely delivery of bills to the clients.

Saumya Tecnocrates

since November 2016

Sr. Account Executive

- Preparing reports on accounts payable and accounts receivable.
- Mentioning all financial records like Bills, receipt and stock maintains, etc.
- Processing the payable invoices weekly.
- Maintaining database of purchase, sales, payment, receipt & journal voucher.
- Calculating TDS of contractor & making payment.
- Following up on payment with clients.
- Coordinating with operations staff and ensuring day to day invoicing
- Maintaining ledger books of labour contractor & supplier.
- Maintaining cash, bank transaction and also bank related work comprising all electronic transactions.
- Performing daily entry of accounting.
- Preparing Credit Note, Debit Note.
- Following up on payment with clients.
- Coordinating with operations staff and ensuring day to day invoicing
- Maintaining ledger books of labour contractor & supplier.
- Maintaining purchase, sales register, cash book, bank book, maintain and reconcile debtors & creditors account.
- Preparing monthly GST returns.(GSTR – 1, GSTR – 3B)
- Preparing 'C-Form' receivables and issuable.
- Handling of petty cash book on daily basis
- Calculating service tax of debtors in excels as well as in Tally.
- Verifying bills & reconciliation of parties.
- Preparing monthly salary sheet and working on statutory dues like PF, ESIC and PT.

Maruti Polymer (PVC Pipe Manufacturing Co.)

Since November 2018

Sr. Account Executive

- Preparing reports on accounts payable and accounts receivable.
- Mentioning all financial records like Bills, receipt and stock maintains, etc.
- Processing the payable invoices weekly.
- Maintaining database of purchase, sales, payment, receipt & journal voucher.
- Calculating TDS of contractor & making payment.
- Following up on payment with clients.
- Coordinating with operations staff and ensuring day to day invoicing
- Maintaining ledger books of labour contractor & supplier.
- Maintaining cash, bank transaction and also bank related work comprising all electronic transactions.
- Performing daily entry of accounting.
- Preparing Credit Note, Debit Note.
- Following up on payment with clients.
- Coordinating with operations staff and ensuring day to day invoicing
- Maintaining ledger books of labour contractor & supplier.
- Maintaining purchase, sales register, cash book, bank book, maintain and reconcile debtors & creditors account.
- Preparing monthly GST returns.(GSTR – 1, GSTR – 3B)
- Preparing 'C-Form' receivables and issuable.
- Handling of petty cash book on daily basis
- Calculating service tax of debtors in excels as well as in Tally.

- Verifying bills & reconciliation of parties.
- Preparing monthly salary sheet and working on statutory dues like PF, ESIC and PT.

RECENT KEY RESULT AREAS

ORG Engitech Limited (Water purifier Manufacturing Co.)

Since September 2019

Sr. Account Executive

- Banking work like NEFT, RTGS, bank documentation, Stock Statement etc.
- Verify, allocate, post and reconcile accounts payable and receivable
- Produce error-free accounting reports and present their results
- Analyze financial information and summarize financial status
- Spot errors and suggest ways to improve efficiency and spending
- Provide technical support and advice on Management Accountant
- Review and recommend modifications to accounting systems and procedures
- Manage accounting assistants and bookkeepers
- Participate in financial standards setting and in forecast process
- Provide input into department's goal setting process
- Prepare financial statements and produce budget according to schedule
- Assist with tax audits and tax returns
- Direct internal and external audits to ensure compliance
- Plan, assign and review staff's work
- Support month-end and year-end close process
- Develop and document business processes and accounting policies to maintain and strengthen internal controls
- Filing of PF, GST and TDS

SKILLS

- Microsoft Office
- Tax base, Vat base & GST base Tally ERP 9 latest version
- Internet

EDUCATIONAL QUALIFICATION

M.Com with Second Class in 2008 from **GUJARAT UNIVERCITY**, Ahmadabad

B.Com with First Class in 2006 from **GUJARAT UNIVERCITY**, Ahmadabad.

HSC with First Class in 2003 from G.S.E.B. Ahmadabad.

SSC with Distinction in 2001 from G.S.E.B. Ahmadabad

NOTICE PERIOD & SALARY

2 Month/28750 INR Per month

ABOUT ME

Date of Birth : 24/11/1986

Marital Status : Married

Gender : Female

Language Known : English, Gujarati, Hindi

Nationality : Indian

Hobbies : Traveling and reading

Signature

