

Chandresh R. Goklani

Permanent Address:

A/404, Bapashree Palm,

Near Manmohan Cross Road,

Odhav, Ahmedabad-382415

Position : Senior Accountant Executive

Mo: 9099080413

E-mail: chandreshgoklani@gmail.com

Seeking challenging assignment offering opportunities for personal contribution and professional growth utilizing my knowledge in the fields of Account, Audit, & Taxation.

Professional Synopsis

- A learning professional with 8 years of experience in the areas of Accountant Finalization, Auditing, & Taxation in Chartered Accountant firm.
- Presently working with Vodafone India shared Pvt. Ltd. As a senior account executive.
- Experienced in Cost & Management activities and Accounts, Costing, Budgetary control, taxation, audit and Tally ERP9 implementation.
- Strong analytical & organizational abilities with adeptness in Accounting & formulating Costing and Reporting systems.
- A strategic planner with expertise in analyzing existing systems & procedures, preparing, designing internal control systems and facilitate effective decision-making.
- Confident and responsible with a matured approach and can make an effective contribution to the performance of a team and motivating capabilities.
- Fast learner, self-motivated, time punctual & ready to take on challenges
- Hardworking, polite, enthusiastic, honest & trustworthy

Education

- **Inter Chartered Accountant** from ICAI in Nov – 2011.
- **M.Com.** with 55% from Gujarat University in 2012.
- **B.Com** with 55% from Navgujarat Gujarat Commerce College, Gujarat University in 2009.
- **12th Commerce** with 76.71% from G.H.S.E.B. in 2006.
- **10th with 72.86% from** G.S.E.B. in 2004.

IT skills

- Proficient with MS Office applications (Excel, Word, Power Point, Outlook).
- **Good command on MS Excel.**
- **Working knowledge of Tally 9 & ERP 9.**
- Good typing speed and Internet versed.

Areas of Exposure

Budgeting/MIS/Costing :

- Conducting variance analysis to determine difference between projected & actual results and implementing corrective actions. (Inventory Control System).
- Reporting and providing feedback to top management on highlights and areas of concern; and assist to Senior for Decision Making.
- Compiling cost benefits analysis of various areas, preparing statutory and voluntarily costing records.

Career Contour

MANSI THAKKAR & CO

As an Article From 20th March 2008 to 20th September 2011

Role

- Assisting the Accounting work up to account finalization, Sale tax, VAT, Service Tax, TDS, Excise, Income Tax return filling, Tax Auditing and making Audit report. Senior in legal Procedure of Income Tax, Have to guide clients and give Tax planning as per provision of Income Tax Act 1961.
- Have to co-ordinate between clients and seniors for data collection for Income Tax Refund claims and other legal procedures.
- Handled all the activities of accounts finalization work and auditing work of variance clients of the company.
- Done statutory audit in various manufacturing companies. And bank audit in bank of baroda.

MANBA FINANCE PVT. LTD.

Admin Head cum Senior Accountant From November 2011 to November 2012

Manba Finance Pvt. Ltd. is providing Auto finance mostly in Two-Three wheelers.

Role:

- Checking of daily cash – bank transaction and update recovery data.
- Sanctioning files by giving Approval of pending authorization files in wheels software.
- Finalization of account with account department team at Mumbai.
- Salary working, as per Companies rules and maintenance of attendance Register.
- To assist the company by way of stock valuation on a Monthly basis for Bank's cash credit purpose.
- Banking work (e.g. RTGS, Co-ordination with credit Managers for Cash Credit Facility).
- Day to Day staff reporting & checking work done by the staff throughout the day.
- Preparing ECS data on monthly basis for collection of EMI of customers.
- Preparing Insurance data on monthly basis for taking insurance of vehicles and also maintain track record insurance renewal.
- Maintaining Bank Reconciliation & Shift Report.
- Maintaining Petty Cash, Cash, Bank expenses and analyses with budget.
- Maintain seizing report and also prepared notices to recovered bad debts and collection of unpaid EMI to customers.
- Prepared pay out report for commission of marketing executives as well as seizures.

MANUBHAI & CO. (PAPERCHASE ACCOUNTANCY PVT. LTD.)

Account Executive From December 2012 to September 2014

Paper Chase Accountancy is providing Accountancy Services to foreign based clients.

Role:

- Individual handle all activities related direct client of Dubai.
- Updating & Checking daily batch and posting in Access software.
- Sale import and making solution of any difference.
- Preparing Monthly profit & loss account and balance sheet.
- Also prepared YTD P&L working and Balance sheet working with month wise ageing report.
- Prepared related schedule like expense schedule, income schedule, receivable, payable schedule etc. for finalize monthly profit and loss account.
- Finalization of account with account department team at Dubai.
- Maintaining Bank Reconciliation of each bank of every branch.
- Supplier Allocation and Reconciliation.
- Making Payment as per Remittance Advice.
- Prepared Cash flow statement every month.

**VODAFONE INDIA SERVICE PVT. LTD.
As a Senior Executive Since September 2014**

Vodafone Company is a telecom multinational company.

Role:

- Ensure timely completion of all Intercompany Activities and settlements.
- Timely Month End Closure, reconciliation and reporting
- Zero Intercompany difference month on month basis
- Prepared MIS report of marketing activities on monthly basis and also compare with budgeted data prepared resolution for variance.
- Preparing Debit Credit Note and verifying & approving it.
- Reconciliation of intercompany accounts.
- Preparing Monthly profit & loss account and balance sheet of intercompany.
- Verifying all activities related to Intercompany.
- Maintain corporate activity like: Provision of Central IT, Central A&P, Local A&P, Blackberry, CCA.
- Maintain Accrual Report on monthly basis.
- Preparing DN working of corporate cost for transferred to 26 circles.
- Preparing corporate cost allocation for same month
- Submitted BS GL reconciliation in Assure net (Online at payment settlement international Level) within time line.
- Ensure smooth closure of statutory audit with timely closure of all open audit points. For it prepared RPT (Related Party transaction report) every month. And also prepared required necessary schedules.
- Prepared Cash flow statement every month.

- Prepared Swachch Bharat Cess working which impact described in expense GL and resolved it for ICA settlements.
- Prepared HFM at group level every month.
- Prepared GL reconciliation with ageing wise every month and resolve dispute line items carried forward since a long time.
- Scored more than 80% in each PKT (Process Knowledge Test) exams.
- Take GST training for latest updating in Tax structure.

Personal Detail

Personal Profile:

Father's Name : RATILAL N. GOKLANI

Date of birth : 5th April, 1989

Gender : Male

Nationality : Indian

Marital Status : Married

Known Languages : English, Hindi, Gujarati

Date :

Place : Chandresh R. Goklani