

BHAUTIK G. BUTANI

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PROFILE

To pursue a challenging career and be a part of progressive organization that gives a scope to enhance my knowledge and utilizing my skills towards the growth of the organization.

EDUCATION

Company secretaries in Institute of Company Secretaries of India

ICSI

Course – Pursuing

Ahmedabad, Gujarat.

Bachelor of Business Administration .

Shree G.K and C.K. arts and commerce

collage Jetpur, Gujarat.

Passed, April 2019

Class — First

Higher Secondary Certificate, Commerce

PDB Campus

GHSEB

Jetlsar, Gujarat.

Passed, March 2016

Percentage: 94.12%

Secondary School Certificate, General

PDB Campus

GHSEB

Jetlsar, Gujarat.

Passed, March 2014

Percentage: 81.94%

SKILLS

- Team oriented
- Quick Learner
- Organised and enthusiastic
- Patient and results driven

COMPUTER PROFICIENCY

- 1) M.S. EXCEL
- 2) TALLY ERP 9
- 3) GST RETURN FILLING
- 4) ITR FILING AND TAX AUDIT
- 5) TDS RETURN FILLING
- 6) BANK AUDIT
- 7) QUICK BOOKS
- 8) ZOHO CRM

LANGUAGES

- ENGLISH
- HINDI
- GUJARATI

EXPERIENCE

Saral Accounting

Sep – 2018 ----- April 2019

Account Executive

- Maintaining Accounts
- Invoice of update of vendor
- Bank entry and Bank Reconciliation
- Knowledge of Tally ERP 9 & Miracle

CA Jimmy Shah & CO.

May -2019 ----- March 2022

SR Account Executive

- Billing day to day transaction
- GST and GST 9 return filling
- Income Tax and Tax Audit return filling
- TDS and TCS return filling
- Bank Audit and preparation of Audit report

Elite Pro Accounting

March 2022 ---- Present

SR Account Executive

- Knowledge of Accounting software like Quick books Online, Waves, Xero, Zoho, Tally ERP and more.
- Excel Base MIS report presentation (Use of Pivot table, Charts, Etc.)
- Coordinating month end procedure, including preparation of P&L Account, trial balance, Balance sheet.
- Review Bank Reconciliation and Finalization of Accounts.
- Good knowledge of Microsoft Excel, Outlook and other office application.
- Communicating with client through various channel for query.
- Billing day to day transaction.

PERSONAL INTERESTS

- READING BOOKS
- CRICKET
- TRAVELLING

PERSONAL DETAIL

Name: BHAUTIK G. BUTANI

Marital Status: Unmarried

D.O.B.: 12-Feb-1999

Nationality: Indian

Gender: Male

Address: 44, Sun Set Raw House, Near Sterling Hospital, Guru Kul Road, Memnager, Ahmedabad — 380052

Declaration

I, Bhautik G. Butani, hereby declare that the information contained herein is true and correct to the best of my knowledge and belief.

BHAUTIK G. BUTANI