

Mahesh N. Zapadiya

(CA Inter, M.com)

A 35, Panchvati Park Society,
Opp. Sketing Ground ,Viratnagar
Road,Odhav, Ahmedabab-382415
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CAREER OBJECTIVE:

- I would like to join an organization which provides me challenging work environment prompts openness, values teamwork, rewards merit and integrity. I took forward to have ample opportunities for learning by contributing my workand knowledge to the organization and thus to grow both as an individual and an efficient employee along with the organization.

EDUCATIONAL BACKGROUND:

STANDARD/DEGREE	BOARD	PASSED YEAR	PERCENTAGE/MARKS
CA IPCC (Group-2)	ICAI	Nov-2018	158/300
CA IPCC(GROUP-1)	ICAI	MAY-2018	232/400
CA CPT	ICAI	DEC-2017	130/200
Post GRATUATIONS(M.COM)	GUJARAT UNIVERSITY	July-2020	64 %

WORK EXPERIENCE :

1. Worked in **KAMAL C. MEHTA & CO. Chartered Accountants** at Ashram Road Ahmedabad as **Article Assistant** (August, 2018 to November, 2021)
 - Statutory Audit of Companies and Bank, Concurrent Audit of Bank, Internal Audit of companies, Stock and Receivable Audit, Preparing & Finalization Books of Accounts, Filing Income Tax Return, Filing GST Return, Filling TDS & TCS Return, Project Finance and Official Liquidators Works
2. Worked in **K M C & Associates. Chartered Accountants** at CTM Ahmedabad as **Accounts/ Audit Executive** (November,2021 to March, 2022)
 - Statutory Audit of Companies and Bank, Concurrent Audit of Bank, Internal Audit of companies , Preparing & Finalization Books of Accounts of Companies,Filing Income Tax Return, Filing GST Return

3. Worked in M.R. Organisation Limited. (MNC Company) at Shahibag Ahmedabad as Account Manager (April,2022 to April, 2023)

- Handling Entire Accounting of Head Office (India), And Braches i.e USA, UK, Belgium and UAE. All Accounting Done At Centralized (in SAP Software).
- Directed end to end finance and accounts functions activities with cross function with team member.
- Summarized the financial status of the Organization by Way of timely Preparation of Financial statement (standalone and Consolidated) Quarterly and Annual
- Monitoring timely Compliances of filling GST Return ,TDS Return and etc
- Preparing MIS Report such as Balance sheet, Profit and Loss Account Cash flow Statement and other Financial Data like Loan Details, Investment Details.
- Monitoring Cash Flow and Ensured that funds are arranged in the most cost Effective manner after projecting accurate cash forecast ensured that there is no shortage in cash
- Preparing Monthly VAT Data of Belgium Country subsidiary Company and Statutory Compliance in Belgium Country like Tax Compliance, Payroll Data and Quarterly Statement filling etc.
- Preparing Quarterly VAT Data of UK Country Subsidiary Company and Other Statutory Compliance In UK Country like Tax Compliance, Payroll Data , HMRC Related Data and Other Compliances
- Timely Compliances in USA Country Subsidiary Company like Tax Compliance Payroll Data, Co Ordinate with Auditor and other Compliances
- Preparing Quarterly VAT Data of UAE Country Subsidiary Company and Statutory Compliance in UAE Country like Tax Compliance, Payroll Data Co Ordinate with Auditor etc.
- Reviewing of director and their Relatives financial Statement for filling of Income Tax Returns and Tax Planning
- Coordinate with Statutory Auditor of Head Office As Well the Overseas Company Statutory Auditor for Timely Completion of Audit and for Managing Audit Cycle.
- Resolving Administrative matters/issue with Proper Coordinate with various Department.
- Knowing the Payment System of **Cash Management Services(CMS)**

SKILLS:

- Advance MS Excel, Tally ERP 9, SAP.

PERCONAL DETAILS:

Name : Mahesh N .Zapadiya

Address : A 35 Panchvati Park Society, Viratnagar Road,Odhav,
Ahmedabab-382415

Contact No. : 99747 10727

Date of Birth : 1st June, 1998

DECELERATION

All the above information is true to the best of my knowledge and belief.

Yours faithfully,

Mahesh N. Zapadiya