

Imran Mansuri

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CAREER OBJECTIVE

To Achieve Professional excellence in my work through a process of learning with the help of practical knowledge.

EXPERIENCE

Apr-2017 - Mar-2019

Account Assistant

Dalal Associate

- Passing of Sales and Purchase Vouchers. And Passing of Bank vouchers and monthly verification.
- Manages all cash payment Transactions and their Records.
- Sale Return and Purchase Return and Makes Credit and Debit Notes

Apr-2019 - Sep-2020

Account Assistant

Aric Engineering Pvt Ltd

- Passing of Sales and Purchase vouchers. And Passing of Bank vouchers and monthly verification.
- Manages all cash payment Transactions and their Records.
- Management of Creditor and Debtors
- Timely Filing of Various Returns related to GST (GSTR-1 GSTR-3B & Annual GSTR-9)
- Timely Payment of TDS and TCS at the End of Each Month.
- Bill wise adjustment of Debtors and Creditors.
- Reconciliation of GST Portal's Data and Books of Accounts.

Oct-2020 - Till Today

Account Executive

Technovaa Plastic Industries pvt Ltd

- Verification of Stock data given by Production team with Stock available in Books.
- Verification of Salary Sheet as submitted by HR Department and Make changes as required like TDS and any Other Deduction for advances.
- Management of Creditor and Debtors
- Timely Filing of Various Returns related to GST (GSTR-1 GSTR-3B & Annual GSTR-9)
- Timely Payment of TDS and TCS at the End of Each Month.
- Co-ordination with Internal Auditors and Statutory Auditors and Resolving their Queries.
- Working and preparing the data for the Statutory and Tax Audit Each Year.
- Day to day Passing Entries and their reviews.
- Support to other department and relevant queries related to Expenses and Entries relevant to the Finance and Accounts.
- Bill wise adjustment of Debtors and Creditors.
- Reconciliation of GST Portal's Data and Books of Accounts.
- Involve and Co-ordination with HOD in Finalization of Accounts.
- Allocation of Expenses to their respective Departments (According to Cost Centre).
- Recording and Preparing data for Monthly Budget.
- Passing of Adjustment Entries for Prepaid Expenses and Relevant Provisions.
- Manage and Recording of Fix Assets.
- Stock JV Passing on timely.
- Timely process for salary payment
- LC/Import Payment process on Time and coordination with Bank.
- Clearing and Forwarding (Import & Export) properly documation.

EDUCATION

Degree/Course	Institute/College	University/Board	Percentage/ CGPA	Year of Passing
SSC	Sarva Vidyalaya High school, Kadi	G.S.H.S.E. Board	53 %	2011
HSC	Sarva Vidyalaya High school, Kadi	G.S.H.S.E. Board	62.14 %	2013
B.Com	H.L. College of Commerce, Ahmedabad	Gujarat University	5.66	2016
LL.B	Sir, L.A.Shah Law College, Ahmedabad	Gujarat University	5.28	2019

HOBBIES

Cricket, Traveling, etc.

PERSONAL DETAILS

Address Pirbordi Chakala, Nanu Paru, Opp. Dalal Hardware
Kadi, Gujarat, 382715

Passport detail S0326948

Date of Birth 20/08/1996

Gender Male

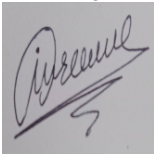
Nationality Indian

Marital Status Married

Languages Known English, Hindi, Gujarati

DECLARATION

I Imran Mansuri hereby declare that there information given above is true to the best of my knowledge.



Imran Mansuri