# **AJAY VASANTRAY YOGI**

B-13, Shikhar Appartment, Nr. Bhaghirath Banglow, Hariomnagar, Ghodasar, Ahmedabad.-380050

**Mobile: 9824930740 EMAIL :** [***yogiajay85@yahoo.in***](mailto:yogiajay85@yahoo.in)

##### Carrier Objective

Seeking a right opportunity and a firm platform to apply and improve my skills and ability in the field of Accounts, income tax and Finance, and to work for continuous improvisation of these fields.

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**Professional Qualification, Training & Education**

* B.Com from Gujarat University in April, 2006 Second Class with 59.00 % marks.

( Advanced Accountancy & Auditing )

* M.Com from Gujarat University in April, 2008 First Class with 62.00 % marks.

(Cost Accountancy & Financial Accountancy )

* The Institute of Cost and Works Accountants of India (I.C.W.A.I) **Continue.**

**Additional Qualification**

* Tally Certified Course in SSI Institute in Maninagar.
* MS Office Certified Course in NIIT Institute in Maninagar.
* EX-Next Generation , Microsoft Excel, Word, PowerPoint, Internet, Tally 9 ERP.

Work Exeperience**:**

* **SUMMARY**
* **Employer : Inter Space Designs Pvt. Ltd.**

Position: Assistant Manager (Finance & Accounts)

Period: From January, 2012 to till date

* **Employer : Denis Chem Lab Ltd.**

Position: Account Officer

Period: From February, 2009 to December, 2011

* **Employer : Kurvarji Finstock Pvt. Ltd.**

Position: Sr. Accountant

Period: From December , 2006 to January, 2009

* **DETAILS WORK EXPERIENCE:**

**As a Assistant Manager (Accounts & Finance) :**

* **Accounts:**
* Administering maintenance of books of accounts, with finalization of year end accounts.
* Preparing MIS reports viz. Monthly Balance Sheet and Profit & Loss accounts, ageing of debtors and creditors and other statements for analysis of business progress and developments.
* Coordinating with the internal and statutory auditors for smooth running of operations.
* Performing analytical review of financial statements and evaluation of internal control systems for carrying out Internal/Statutory/Tax Audit.
  + **Financial Operations:**
* Liasioning with bankers regarding working capital requirement and term loan requirement for capital expansion.
* Coordinating with financial consultant for getting finance for capital expansion.
* Monitoring the debtor’s accounts for ensuring timely receipts, creditor’s accounts for timely payment.
* **Taxes & Compliance:**

**Income-Tax:**

* Monitoring timely payment of Income-taxes (TDS, TCS and Advance Tax) and filling of quarterly/annual return filling.
* Submission of data for the assessment procedure to the concerned authorities.

**Vat:**

* Monitoring timely payment of Vat and submission of Monthly/Yearly Vat returns with concerned authorities.
* Review the status of collection and submission of “C” forms and issuance of “C” forms to the party of quarterly basis.
* Submission of details for assessment of vat/sales tax to the concerned authorities.

**Excise & Service Tax:**

* Monitoring timely payment of Excise and Service Tax and filling of Monthly, Half Yearly and Annual return with the Excise Department.
* Performing analytical review of excise and service tax records and evaluation of internal control systems for carrying out Excise Audit.

**Companies Act & Stock Exchange & Compliance:**

* Publishing of quarterly results and submitting the same to Stock Exchange and other compliances as per SEBI Guidelines.
* Coordinating with company secretary for filling of annual returns and other requirements as per the Company law.
* Preparing BOD meeting agenda and minutes for the quarterly board meeting as well as AGM.

**As a Sr. Accountant :**

* Begins with Vouching, Billing, Verification and Preparation of Accounts and ends with Finalization of Account with support of Accounts Manager.
* Preparation of MIS Report, Monthly Profit & Loss A/c. and Reporting to the finance manager & Director.
* Preparation of statement of fixed Assets and calculation depreciation
* Bank Reconciliation, Account reconciliation of Debtors & Creditors Age wise.
* Prepare and accounting Payment voucher to different suppliers on contract basic due date.
* Preparation of Invoice, Sales order.
* Time to Time arrangement of Tax Deducted at Sources and Deposit into Government Department
* Generating and preparation of Monthly Salary along with fulfilling legal compliances including Provident Funds, Professional Tax and E.S.I.C. and achieving deadline of applicable laws.
* Calculation and Payment Processing of TDS Payment, Advance Tax Payment
* On-Line VAT Return Payment & E – TDS Payment.
* Filing of Income Tax Return, TDS Quarterly Return and Sales Tax return Detail.
* Costing of products of Quarterly basis and Reporting to the Director & finance manager.
* Preparation of Cash flow statement at the end of the year.
* Preparation of CMA Data as per banking Requirements.

##### Personal Detail

Name : Ajay Vasantray Yogi

Gender : Male.

Nationality : Indian.

Date of Birth : 24TH March1985.

Religion : Hindu (Bramakshatriya)

Language : English, Hindi, Gujarati.

Marital Status : Unmarried.

Expected Salary : Rs. 30,000 Per Month

Notice Period : 20 days after offer letter

“I hereby declare that the above information's are true to best of my knowledge.”

**Place: AHMEDABAD** **AJAY YOGI**