**Resume**

**Athu Chirag Babubhai**

37, Tulsinagar Society,

Behind Sorabaiji Compound,

Old Wadaj Ahmedabad – 380013

Mobile: - 9722436057

Email – [Chiragaathu90@gmail.com](mailto:Chiragaathu90@gmail.com)

**Career Objective:**

To excel in my career and prove myself to the best in terms of performance as well as dedication towards the organization. Also Want make my profile very professionally in accounting field.

**Scholastics:**

* **B. Com from Gujarat University in2012.**
* **Higher Secondary Certificate XII from Gujarat University in 2009.**
* **High School Certificate X from Gujarat Board in 2007.**

**Employment Skills:**

* Preparing Financial Statement like balance sheet, P&L, Debtors & Creditors summary, purchase & Sales Summary.
* Bank Reconciliation / GTR2A Reconciliation with portal
* TDS & TCS return preparing
* RCM working
* Job work record maintain with parties (consumption of raw material)
* Maintaining day to day accounting entries Like Purchase/Sales/JV/ Sales Purchase Invoices.
* Daily payment to creditors, vendors,
* Maintaining the strict confidentiality of bank records and client information
* Prepare data for TDS return / GST return.
* GST Working with Calculation, Prepare GST Computation 3B, GSTR 1, GSTR 2,
* ITC-04 data preparing
* Tax Return filling on timely basis
* Daily accounting entries in Receipt, Payment, Credit Note, and Debit note.
* Doing follow up for weekly collection.
* Preparing of manual cheque payment to Vendors.
* Verifying Employee reimbursements and expense details.
* Follow up with Debtors for outstanding Payment.
* Correspondence with banks, consultant any other accounts related work
* Vendor Payment, Petty cash, routine expense, statutory liabilities.
* Updating adjustment bank related entries and reconciliation weekly basic with balance verification.
* Handling Stock & Inventory Audit.
* Co-ordinating all commercial activities to enhance division.
* Prepare MIS Like Ageing Receivable / Ageing Payable
* GST reconciliation
* Maintaining register of material Inward & Outward.
* Collecting all transport / internet Invoices and checking and sending to particular department for approval.
* Month End Closing report as per set deadline.
* Handling day to day accounting / commercial queries of spoke & factories

**General Skills:**

* Soft Communication Skill, also communication by E-Mail, phone...
* English, Hindi and Gujarati Languages in Correspondence and communication.
* Quick Learner with Pleasant Personality.
* Attending Clients to discuss their needs and requirements.
* Precision or accuracy in my field working
* Making Development in company

**Computer Application:**

* Having good Hand-on experience in **Tally ERP 9, SAP S/4 HANA, Busywin, Sap Business one.**
* M.S. office, Advance Excel Like Pivot table, Chart, VLOOKUP, IFS,
* Ability to learn any software quickly.

**Work Experience:**

* Exide Industries Limited: May 2014 to April 2017 (Commercial Assistant/ Account Assistant)
* Neptune Enterprise: April 2017 to Jan 2021 (Account Executive)
* Sahajanand Industries Limited: Feb 2021 to till Date (Account Executive)

**Personal Bio-Data:**

Name: Chirag. B. Athu

Address: 37, Tulsinagar Society, Behind Sorabaiji Compound,

Old Wadaj, Ahmedabad -380013.

Contact No: 972236057

Date of Birth: 25/12/1990

Sex: Male

Nationality: Indian

Religion: Indian

Marital Status – married

Hobbies: Playing Outdoor & Indoor games, Watching television and Reading.

You’re faithfully

Chirag. B. Athu