CURRICULUM-VITAE

**PERSONAL:**

**Name :** Chirag Jayeshbhai Parikh

**Address** **:** G-5, Ayodhyanagar Co.Op Hsg Society

Opp Sahajivan Society, B/h Shantinagar Jain Temple

Shantinagar, Ushmanpura

Ahmedabad -380013.

**Phone :** (M) 99250 24940.

**E-mail :** [cjp161280@gmail.com](mailto:cjp161280@gmail.com)

**Gender :** Male

**Date of Birth :** 16th December, 1980

**Marital Status :** Married

**Languages :** Can read, write and speak in English, Gujarati and Hindi

**EDUCATIONAL:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Examination** | **Board /Uni.** | **Passing year** | **Percentage** | **Subjects** |
| T.Y. B.Com. | Gujarat Uni. | March 2001 | 64 % | Advance Accounting & Auditing |
| H.S.C. | Gujarat  Secondary  Edu. Board | March ,1998 | 80 % | Commerce |
| S.S.C | Gujarat  Secondary  Edu. Board | March 1996 | 68% | General |

**COMPUTER SKILLS:**

* I have done **F.A.S (Financial Accounting System)** with Tally.
* Conversant with Tally, Tata Ex, Fox Base Accounting Software, ERP Based eCCOUNT of Radix software P Ltd. & MS Office-Excel & Word (Internet)

**WORK EXPERIENCE:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Name of the Originations** | **Designation** | **Period**  **From – To** | **Job Portfolio** |
| **Gopala Polyplast Limited.**  (Manufacturer of Woven Sacks & Labels) | Manager-Finance & Accounts | 1st April,2006 to Till Date | * Looking after day-to-day accounts. * Handling statutory matters, (TDS), (Income Tax) * Bank Reconciliation. * Reconciliation of accounts with suppliers, customers & inter unit-divisional reconciliation etc. * Making ageing report for Receivable & payable accounts. * Managing payments of accounts payable. * Physical Stock Audit on every Quarter end. * Verification of Purchase & Sales with GST /Excise Register. * Verification and Filling of GST related report like GSTR 3B & GSTR-1 * Preparation of stock statements for submission to bank on monthly basis. * Preparing of collection report, cash flow. * Preparing MIS Report Daily Basis. * Handling of all books of accounts for all branches & reconciliation of all various accounts of all branches. * Preparing Balance sheet (Schedule VI & Ind AS) & relevant Reports   (Quarterly, Yearly, 3CD Tax Audit Report)   * Co-ordinate with Statutory Auditors at the time of Audit & Finalization of Books. * Preparing & Checking Income Tax Scrutiny Related Documents. |
| **Somtex Yarns P Limited.** (Job Worker for Exporter) | Accountant cum Computer Operator | 18th Nov,2000 to 31st Mar,2006 | * Looking after day-to-day accounts. * Bookkeeping entries for accounts receivable & payable. * Preparing TDS Challans and Returns. * Preparing Service Tax Challan. * Bank Reconciliation. * Reconciliation of accounts with suppliers, customers & inter unit-divisional * Reconciliation etc. * Maintaining Fixed Assets Register. * Making payments of accounts payable. |
| **Name of the Originations** | **Designation** | **Period**  **From – To** | **Job Portfolio** |
|  |  |  | * Making outstanding report for Receivable & payable accounts. |
| **Texpert Computer Service** | Account Assistant | 1st April 1998  to 17th Nov 2000 | * Looking after day-to-day accounts. * Bookkeeping entries for accounts receivable & payable. * Reconciliation of Bank * Reconciliation of Accounts |

**OBJECTIVE:**

Seeking a challenging position of responsibility that will allow me to utilize my education and professional experience in an organization, where I will be allowed to contribute and which will challenge my further growth and learning process.

**OVERALL BACKGROUND:**

Highly dedicated and motivated team worker. Strong interpersonal and organizational skills. Ability to contribute to a successful team effort.

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

**(CHIRAG PARIKH)**