**HARDIK LATHIYA**

Email – hardiklathiya5@gmail.com

Mobile no:-9998160705

**CAREER OBJECTIVE**

To put my abilities and learning skills to best use and make my effective contribution to an organization for a bright and rewarding career.

**PROFESSIONAL EXPERIENCE**

**COMPANY PROFILE**

1. **MACRO POLYMERS PVT. LTD.** is a manufacturing unit of all types of Synthetic Resins used mostly in Colour manufacturing companies.

Period: - **April 2013 to Till date**

Designation: - **Senior Accountant**

**CURRENT JOB DESCRIPTION:**

* Preparation of monthly cash budget and analysis the variance with the actual. Also maintaining weekly bank budget.
* Looking after preparation of all types vouchers like Cash, Bank, Journal , Sales, Purchase , D/Note, C/Note and their proper posting in the books of accounts.
* Scrutiny of ledgers, Reconciliation of Debtors, Creditors & H.O. Also preparation Bank Reconciliation statement.
* Supervision all T.D.S heads like contractor or sub contractor, professional , salary, rent , interest, Job work , deposit their challan , issue T.D.S certificate & filing their return.
* Supervision of service tax like goods transport (reverse charge mechanism) & deposit their challan & filing return at right time.
* Looking after Sale Tax matter independently up to Sales Tax Assessment. Knowledge about VAT, filling of VAT & CST Return. Excise rules 1944 (RG23A ,Part I & Part II , R.G 23C ,Part -I , R.G-I)
* Specialization in accounting i.e. Expert in Excel Innovation Teller Made ERP and accounting package tally (4.5, 5.4, 6.3, 7.2 & 9.0 & Tally ERP).
* Preparation of Daily Production Report and Daily Costing reports.
* Finalisation of P&L A/c and Balance Sheet, prepare Audit Report, Tax Audit Report,

Form 3CD and other relevant forms.

* Sound knowledge of PCFC (Pre-shipment Export Credit Facility), EBR (Post- Shipment

Export Credit Facility), Term Loans etc.

* Prepare monthly stock statement to acquire adequate finance facility from banks.
* Handle Internal Audit, Statutory Audit, VAT Audit and Bank Audit.
* Handle LC (Letter of Credit) related work and do any kind of accounting work.

**PROFESSIONAL EXPERIENCE**

1. **Raj Ratna Traders – Ahmedabad** as an Accountant and Taxation Consultant

* From July 2011 to March 2013

**PROFESSIONAL EXPERIENCE (as Article Trainee)**

Organization: C. Javia & Co. – Junagadh (Chartered Accountant Firm)

Period: October 2007 to May 2011 (**4 years**)

* Designation: **Article and Audit Trainee**
* Department: **Direct Taxation, Accounts and Audit**
* Range of Industries worked in **Trading, Share Broking, Service Industry, Ltd and Pvt Ltd Companies, Bank and Co-Operative Societies etc.**
* Received data regarding material assets, net worth, liabilities, capital, stock, surplus, income and expenditure, inspected items in the books of original entry to determine if accepted accounting procedure and statutory requirements were followed in recording transactions.
* Conducted audit for Public Sector Banks to ensure regulatory compliance, assess effectiveness of controls and detect leakage and its recovery thereof.
* Examined accounts and records and computed taxes owed according to prescribed rates. Laws and regulations and prepared tax returns of individuals, business establishments and companies.
* Roles and responsibilities:
  + Maintaining Books of Accounts
  + Income Tax, Sales Tax, Service tax, TDS Returns
  + Tax Audit & General Audit of Firms & Companies
  + Scrutiny cases of Income Tax.
  + Preparation of Project Reports for Financing Purpose

**ACADEMICS**

* CA-PCC in May- 2009
* CA-CPT in August- 2007
* B.Com (First Class with 66.71%) from Saurashtra University, Junagadh, Gujarat in 2007
* 12th Pass (Distinction with 73.17%) from GSHSEB Board (Gandhinagar) in 2004
* 10th Pass (Distinction with 79.00 %) from GSEB Board (Gandhinagar) in 2002
* Passed 100 Hours IT test governed by Institute of Chartered Accountants of India.

**PERSONAL DETAILS**

Father’s Name H R Lathiya

Date of Birth 01st June 1987

Marital Status Married

Languages known Gujarati, Hindi & English

Permanent Address: 1, Radha Krishna Apartment, Kiran Park Society, Near Gayatri Hospital, Nava Vadaj, Ahmedabad.

DATE: **(HARDIK LATHIYA)**