**Resume**

**Hiren I. Mahant**

290,Prajapati vas,

At-Isanpur mota,

Ta.Dist.-Gandhinagar- 382355

Gujarat.

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**Career Objective:**

Looking for a position in accounting and finance field where I can utilize my skills, put my learning into practice and make a contribution. Increase productivity of organization and individual growth.

**Computerized Accounting Skill:**

I had completed my Tally.ERP9 course from **“Electroware Institute of Commercial and Technical Training**”

**Other Computer Skill:**

         CCC

**Strengths:**

         Positive attitude

         Accepting challenges

         Can be a good leader

**Academic Background**

|  |  |  |  |
| --- | --- | --- | --- |
| **Passing Year** | **Qualification** | **Percentage** | **Institute/University/Board** |
| 2011 | ICWA(inter) | Gr.II pass | I.C.W.A.I |
| 2009 | [B.COM](http://B.COM) | 51.22 | Gujarat University |
| 2006 | H.S.C | 64.53 | G.H.S.E.B |
| 2004 | S.S.C | 70.43 | G.S.E.B |

**Personal Profile:**

**Father Name                 :**  IndravadanbhaiR.Mahant

**Date of Birth                 :**  05/07/1989

**Sex                                 :**  Male

**Hobbies                         :** Listening music, Cricket,reading

**Languages Known       :**

|  |  |  |  |
| --- | --- | --- | --- |
| **Languages** | **Read** | **Write** | **Speak** |
| **Gujarati** | Yes | Yes | Yes |
| **Hindi** | Yes | Yes | Yes |
| **English** | Yes | Yes | Yes |

**Experience:**

1. **Work as an accountant at Green Auto Park atChilodafor 1 year. (Reseller unit)**

* Maintaining books of accounts and helping to CA for prepare Balance
* Keep smooth level of finance in company hence deal with banking and loans and prepare all stuff ready for loan.

1. **Work Under the assistance of C.A.RameshPujara at Ramesh Pujara&Associates at Gandhinagarfor 1 year. (C.A. firm)**

* I had maintained account of 11 to 12 trading andmanufacturing unit.
* Auditing is core work of my job profile. For that part I have experience to do audit of **STSTE BANK OF INDIA** Bank under assistance of C.A. Ramesh Pujara of Dehgam and Dhrangadra Branch.
* Make ready CMA project report for client to get term loans,C.C. loans, working capital loans, etc.
* Filling excise return for manufacturing unit.

1. **Work at SwapnaSrushti Group of Company Head of Accountant.(From 01-01-2016 to Till)**

* Maintaining all books of accounts related to transaction of company & personal.
* Maintaining credit policy with vendors and understand the satisfaction level by make payment.
* Doing entry work of service provided by Company for the purpose of taxation.
* Finalize service tax, entertainment tax, luxury tax, for payment. At Present Handle All GST work, Income tax, TDS.
* Handling All Banking Transaction, Reconciliation and book keeping of it. All work related to accounts.
* Finalize Books of Account of Company and Personal