***Kalpesh shah***

Mobile: +91 97147-32734

Email: - kalpesh1668@gmail.com

**Seeking suitable assignment in Accounts department of any reputed organization Accounts Executive / Senior Accountant / Admin. Accounts Manager in Ahmadabad.**

***Professional Profile***

A smart and result oriented man with very good experience in Accounts work. Excellent in completing allotted tasks in required time frame. Well conversant with Accounts, Admin and Back Office related work. Skilful in working with a team and efficiently managing allotted work with in organize managers.

***Academic Credentials***

Bachelor of Commerce (**B.Com**) from Gujarat University in 1989.

Diploma in Business Management from H. B. Institute of Commerce and Management.

***Certification***

Certified in Tally 7.2 and well conversant with Tally ERP 9

Proficiency in MS Office

***Core Competencies in Accounting & Administration***

* Basic accounts responsibilities in accounts department.
* Handling back office administration work.
* Following proper accounting systems and procedures.
* Regular reporting to accounts departments & organization.
* Very Active Analytical skill can interact with people with positive attitude.
* Good convincing power and ability to work in stressful condition.

***Career Highlight***

1. Accounts Assistant with Apuka Associates from May 1989 to March 1993.
2. Accountant with Arrow Electro System from June 1993 to April 2000.
3. Accountant with Sharda Syntex from May 2000 to August 2004.
4. Account & Admin. Manager Hiren Patel Architect from September 2004 to April 2008.

***DUE TO ACCIDENT I CAN NOT FOR 4 YEAR. & RESTART WORK ON COMPUTER BASIS.***

* Accountant with Sanskruti from September 2012 to June 2015.
* Presently Senior Accountant with AFL Management Pvt. Ltd.

***The Role & Achievement***

# General Accounting, Purchase, Sale, Payment. Receipt & J.V.

# Reconciliation of Bank, Debtors & Creditors.

# Day to day cash, bank, transaction monitoring back office work.

# Purchase & sales accounts reconciliation monthly basis.

# Taxation work vat, tds, service tax, professional tax, income tax & also handle audit.

***Personal Details***

Date of Birth: - 16th September 1968. Male, Married.

Address: - C/9, Panchgini Society, Near Jodhpur Gam, Satellite, Ahmadabad – 380 015.

Languages Known: - Guajarati, Hindi & English.

References: - Available on request.

The above details are the best of my knowledge

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Kalpesh Shah Date