MR NIRAVKUMAR MAHETA

E-4, New ChandraGupt Appartment

Near Pratik Tenament

India Colony Road,

Thakkar Bapanagar

Ahmedabad 380 024

To,

PERSONAL MANAGER

SUB : An Application for the post For Accoun cum Finace department

Respected sir,

With above Mentioned Subject, I would Like to Submit my Candidature for the above

Mentioned post for your Organisation.

All Other necessary information regarding ( Certificate, Photograph etc. ) will give you at a interview time.I assure that I will discharge my best ability to the organisation.

**RESUME**

**PERSONAL**

**\_\_\_\_\_\_\_\_\_\_\_\_**

Name : NIRAVKUMAR PINAKINRAY MAHETA

Address : E 4 New Chandragupt Appartment

Opp. Ramji Mandir, India Colony Road,

Thakkarbapanagar, Ahmedabad- 380024

Contact No : 7984496560, 9429516980

Birth Date : 19/5/73

Gender : Male

Marital Status : Married

E Mail : [mahetanirav73@gmail.com](mailto:mahetanirav73@gmail.com)

Education Qualification : B.Com

Comouter Knowledg : DFA ( Diploma Financial Accounting )

**[ A ]**

**CURRENT PROFFESIONAL : SAI RESIDENCY ( SAI GROUP ) ( CONSTRUCTION PROJECT** )

Working As a chief accountant in a Sai Group . we Earlier compleated Goverment Mes Civil consruction Project. Current our work in Real Estate ( Flat Construction Scheme )

& land development ( ploting Scheme ). I work in Last 10 year this company ( Part time Sunday work ) Gst Return , Tds Return & Balance sheet Related work Handle in my Profile. From 8/9/2019 I working Full time in this organization. My Job Profile is Under ( TOTAL 4 FIRMS )

1 SAI RESIDENCY : ( CHIEF ACCOUNTANT )

1. Balance Sheet Prepare after Auditing With Charted Accountnat.
2. Prepare Rera Rerutn Quterly Basic & Annunal Return Also
3. Prepare Gst Return Like Gst R 3 B Every Month.
4. Prepare Tds Data.
5. Routine Banking work.
6. Prepare Rera Number Application Document Prepare.
7. Daily Bank Balance Mainteane & Cheque Prepare of Customers
8. Salary Prepare for Staff & Make Cheque Regarding Salary.
9. Prepare Every Month Budget & Release Payment As per Terms & Condition of Suppliers.
10. Tally Entry Purchase, Cash, Bank, Jv, Receipt.
11. Customer Banakhat & Sales Deed Planning .
12. Dastavej Prepare Under my Observation.
13. Maintain Customer Final Account of Flat Sale.
14. Also Maintain Customer Account, Labour Contractor Account , Purchase Party Account in Manual Ledger Book.

Above Profile Work Done in Our 4 Firms.

Duration : FROM 8/9/2019 to Till Date ( Regulary Basis )

Reporated Person : PARTNER

PRIVIOUS PROFFESIONAL (B )

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Company Name : SHADES OF BLACKK SPALOON

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Company Profile : SPALOON & BEAUTY TREATMENT ( SERVICE & TRADING )

Designation **: CHIEF ACCOUNTANT ( 3 BRANCHES )**

Job Profile :

>. BALANCE SHEET PREPARE

>. CORDINATE WITH CA & GST CONSULTANT REGULARLY BASIC

>. QUATERLY BOOKS AUDIT WITH CA & GST CONSULTANT

* MONTHLY GST RECONSILATION
* MONTHLY GST 3 B DATA PREPARE
* MONTHLY GST R 1 DATA PREPARE
* Monthly TDS DATA PREPARE

> DAILY PURCHASE,SALES, JV, BANK ENTRY in New GST TALLY VERSION

* DAILY BANKING WORK CASH DEPOSITEE
* CHEQUE PREPARE OF PARTY
* MONTHLY SALARY PREPARE
* CORDINATE WITH OTHER BRANCHES & MONITARING ON ACCOUNT SYSTEMS.

Duration : FROM 1/4/2017 to 7/9/2019

Reporated Person : PARTNER & REGIONAL MANAGER

PREVIOUS PROFESSIONAL [ C ]

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Company Name : POWER & INSTRUMENTATION GUJARAT LIMITED

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Company Profile : **Electric Work Contractor ( Goverment Project Work )**

Designation **: Senior Finane Manager**

Job Profile :

. **our Company CC LIMIT , Bank Gurantee LIMIT , L.C. Limit, And L.C.B.D.**

**Limit In 3 Banks. I Have Maintain Above Bank Transaction.**

**.**  Prepare LCBD Document For Lc Discounting

. Prepare Partys cheque

. Prepare BANK GURANTEE REGARDING TENDER WORK.

. Prepare LETTER OF CREDIT ( LC ) FOR Our Purchase Party as per Requirement

. Maintain Routine Bannking Activity Like prepare draft, Payorder, FDR

. Cash depositee & cash withdraw from bank

. Maintain Cash Book Manually.

. Prepare Stock statement, Creditiors List & Debtors List For Axis Bank Every

Month ( Drawing Power Adjust )

**ACCOUNT DEPARTMENT**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

. Maintain Day to Day Banking Releated Entry in Tally ERP 9 Software

. salesTax Return Checking after assistant Prepare & Submit data to Consultant of

Our varies branch Gujarat, Maharashtra, Goa, Chhatishgarh, Raipur

. Bank Reconsilation Of our Bank statement

. Maintain Project Record, Like Purchase, Sales , Expenses

. Prapare salary Register

. service tax Return Checking After assistant Prepare

. Tds Return Checking After assistant prepare.

DURATION : 1/5/2009 TO 31/3/17

Reporated Person : Director & Chief Accountant

PREVIOUS PROFESSONAL [ D ]

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Company Name : TECHNO GROUP OF INDUSTRIES ( EXCISEABLE UNIT )

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ISO 9001

COMPANY PROFILE : Manufacture of ELEVATORS & Submersible & Monoblock Pump

Designation : ACCOUNTANT

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Job Profile

. Prepare sales tax figure

. Maintain Excise Figure

. Maintain Petty cash of company

. Maintain account entry I tally

. Reconsilation of Bank statement.

. Prepare professional challan & ESI CHALLAN

. Prepare salary Register of employee

. Purchase bill checking as per purchase orders & challan

. Prepare cheque of Party

. Maintain the record for APRENTISH ACT LABOOR

Experience : 1/1/2001 to 30/4/2009

Reporated Person : Chief Accountant

PREVIOUS PROFESSIONAL [ E ]

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Name of Company : Masta Quality Industreis

Profile of Company : Casting Foundary & Manufacture of Pedstal

Designation : Accountant cum Cashier

Responsibility

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. Maintain Petty cash for company

. Banking operation

. Reconsilation Bank statement

. Prepare salary Register of employee

. Purhase party reminder for material

. prepare pf and esi challans

. Monthly Reconsilation for Matrial of stores Department

Duration : 10/4/92 TO 31/12/2000

Reporated Person : Chief Accountant & Purchase Manager

I here by declared that data furnished by me above resume is true and correct to the best of my knowledge and belief

[ NIRAV MAHETA]