**Paras M Mistry**

**Address:**

Paras M Mistry

47, Neelkamal Society,

Opp. Poojan Appartment,

Jivrajpark Road,Vasna,

Ahmedabad - 380007

Email – [mistrypmm@gmail.com](mailto:mistrypmm@gmail.com)

Paras63@live.com

Mob-9408129389,9998820889

## CARRIER OBJECTIVE

To pursue a challenging career, thereby constantly upgrading my skill-set and enhancing the value of the organization I would be working for.

## ACADEMIC RECORD

**EDUCATIONAL QUALIFICATIONS:**

* B.Com

**PERSONAL INFORMATION:**

* Date of Birth : 09th December 1963
* Father’s Name : Mohanlal M Mistry
* LANGUAGE : Gujarati, Hindi, English

**WORK EXPERIENCE:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **COMPANY NAME** | **SAGMENT** | **DOJ** | **DOL** | **POST** | **EXPERIENCE (yrs.)** |
| Bhagwanlal Tejaji Kharawala | MFG | July-1994 | March-1998 | Accountant | 4 |
| Navratana Organizers & Developers Pvt.Ltd. | Construction | April-1998 | May -2004 | Accountant | 6 |
| TC Foods Pvt.Ltd |  | June-2004 | March-2010 | Cashier With Accountant | 6 |
| K R Procon Pvt,Ltd | Construction | April -2010 | March -2015 | Accountant | 5 |

**ASHISH INFRACON PVT LTD.**

**JOB PROFILE**

I have managed below mention works with my team.

* **Accounts Receivables / Payables**

Monthly Invoicing and rising of Debit Notes & credit notes

Bank Reconciliation & Sales & Purchase order reconciliation.

Ageing analysis, Payment of invoices as per budget and payment cycle

Accounting entries for the same, Ageing and party wise analysis

* **Finalization of Accounts**

Calculation of Remuneration & Depreciation.

Inter Company adjustment like Interest

Working Trail Balance & Provisional Balance sheet & P&L

Co-coordinating with internal & external auditors

Accounting of personal accounts

* **Statutory compliances**

All Online Payments of Vat / TDS/SERVICE TAX

At Present Work at Home.

* **Current Salary :- Rs.22000/-**
* **Expected Salary:- Rs.25000/-**
* **Notice Period:- 1 Or 2 Day**

**Paras M Mistry**