**PARTH PARMAR**

1503, Taliya ni Pole, Opp; Sadhana School, Sarangpur - Dolatkhana, Ahmedabad – 380 001.

M. No. +91 98796 43291, E-mail : [parmarparth91@gmail.com](mailto:parmarparth91@gmail.com)

**••• ACCOUNT ASSISTANT •••**

An ambitious, enthusiastic and talented individual with Capability in managing multiple projects and consistently meeting deadlines. Extensive knowledge of accounting software and processes, willing to undertake further training and development and possess a real desire to launch his accounting & vat practice career further, capable of working within challenging environment, and can make a real commercial impact as well as improve on employer business performance.

**••• EDUCATION •••**

**•** Bachelor of Commerce from Gujarat University in Year 2012

**•** 12th std. from G.H.S.E.B. passed in Year 2008

**•** 10th std. from G.S.E.B. passed in Year 2006

**••• PROFESSIONAL EXPERIENCE •••**

**Accounting Assistant Aug, 2012**

**Deepak J Shah, Taxation Consultant**

**•** Day to day Accounting transactions in Tally ERP 9 software.

**•** Preparation of bank Reconciliation on daily basis.

**•** Preparation of Debtors’ reconciliation.

**•** Account Reconciliations.

**Site Accountant Nov, 2014**

**Synthesis Space links Pvt. Ltd.**

**•** Petty Cash

**•** Account Reconciliations.

**•** Site Expenses.

**Office Assistant Dec, 2016**

**G4S Facility Services (I) Pvt. Ltd.**

**•** Petty Cash

**•** Preparation of Monthly Invoices.

**•** Preparation of daily basis expenses Voucher.

**•** Preparation of Payment Register.

**•** Keeping Record of Billing Statement.

**•** Mailing Conversation with Branch.

**Accountant & GST Practitioner June, 2017**

**Rupang R. Shah & Associates, Taxation Consultants**

**•** Guides accounting clerical staff by coordinating activities and answering questions.

**•** Secures financial information by completing data base backups.

**•** Preparation and filling of VAT Returns.

**•** Preparation and filling of GST Returns.

**•** New number registration in GST.

**•** GST Refund Processing Work.

**•** Preparation Client detail’s in Excel Sheet.

**•** Keeping Record of filling Return summery.

**••• SKILLS •••**

Organized and able to deal with multiple workloads at the same time.

**•** Data Entry

**•** MS Office

**•** Tally ERP 9

**•** Customer Relationship

**••• PERSONAL DETAILS •••**

Name : Parth Pankajkumar Parmar  
DOB : 03-02-1991  
Marital Status : Married  
Nationality : Indian  
Religion : Hindu  
Language Known : Gujarati, Hindi & English  
Sex : Male  
Hobbies : Reading, Listening Music, Watching Movies.

**••• DECLARATION •••**

All the information provided by me above is true & correct as per my knowledge and belief.