**Resume**

**Sameer M. Kadia** **Email: kadiasameer@gmail.com**

**Contact: +91 9974317331**

**Career Objective:**

I am interested to work in competitive environment of corporate mostly in Accountant as an Analyst for business development.

**Job Area:**

##### Financial Services

**Academic Credentials:**

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| **Degree** | **Institute** | **Major and Specialization** | **% Marks Obtained** |
| B.COM | Gujarat University | Commerce | Pass |
| Higher Secondary Certificate Education | H.B.K. | Commerce | Pass |
| Secondary School Certificate Education | H.B.K. | Commerce | Pass |

**Work Experience :**

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| --- | --- |
| **Company ( 1 )** | Vision Enterprise |
| **Address** | 9, Liberty Complex, 2nd,  Nr. Swastik Cross Road,  Navrangpura, Ahmedabad-380 009 |
|  | * As an Accountant 6.5 Years * Work is Preparation of day to day accounting, Banking Transactions, Payroll, Cash Book, Bank Book, Bank Reconciliation, Debt Control, Petty Cash. * Accounting entries in computer of Bank Receipt and Payment, Purchase, Sales, Expenses, Journal * Preparation of Excise returns, returns, VAT Report, * Submission of reports to corporate, compliance of statutory liability related to Sales Tax(VAT), Excise and, * Import Additional 4% Duty SAD Refund Claim Custom Department. * Co-Ordinate to chartered Accountant for Audit Work.. |
| **Company ( 2 )** | Aeon International |
| **Address** | Shyam Shikhar Complex,  India Clooney Bapunagar Ahmedabad |
|  | * As an Accountant 2.5 Years * Work is Preparation of day to day accounting, Banking Transactions, Payroll, Cash Book, Bank Book, Bank Reconciliation, Debt Control, Petty Cash. * Accounting entries in computer of Bank Receipt and Payment, Purchase, Sales, Expenses, Journal * Preparation of Excise returns, returns, VAT Report, * Submission of reports to corporate, compliance of statutory liability related to Sales Tax(VAT), Excise and, * Import Additional 4% Duty SAD Refund Claim Custom Department. * Co-Ordinate to chartered Accountant for Audit Work.. |
| **Company ( 3 )** | SB Mundra & Company |
| **Address** | Opp. Sales India,  Ashram Road, Ahmadabad |
|  | * As an Accountant 6 Month * Work is Preparation of VAT Audit Work, Excise Return, GST Registration, Income Tax Work,SAD Refund Work All Port .. |

**Computer literacy:**

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| **Tools** | MS office, Word, Excel, D.T.P, Internet, SRL, Fox,  Tally ERP 9 Accounting Software, Taxation Software,  For Shom Software |

**Personal Skills:**

Good inter-personal skills. Can work comfortably in teams and effectively contribute towards the growth of the organization.

**Personal Details:**

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| --- | --- |
| **Birth Date** | 27th July, 1986. |
| **Address** | E-304, Sanidhya Floor, Nr. Khodiyar Temple,  Chainpur Road, New Ranip,  Ahmadabad |
| **Contact No:** | +91- 9974317331 |
| **Gender** | Male |
| **Marital Status** | Unmarried |
| **Nationality** | Indian |
| **Hobbies** | Sports, Reading, Travelling, Music |
| **Languages Known** | English, Hindi, Gujarati |

**Declaration:**

I hereby declare that above written particulars are true to the best of my knowledge and belief

**Sameer kadia.**