**SANDIPKUMAR HIRALAL JAIN**

194/A Tejendra vihar Soc (Tele) 8160773830

OppAmbica VIdhyalay, Email:sandip.jain108@gmail.com

Viratnagar road odhav,

Ahmedabad-382350.

CAREER OBJECTIVE:

To contribute my sincere effort for the growth prosperity of organization through which I can seek carrier opportunity where my dedication and hard work will gain me a position of substantial responsibility with potential for growth and serve the organization with the best.

ACADMIC QUALIFICATION:

1. I have completed M.COM from Gujarat University at Ahmadabad in 2014 with Second class

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2. I have completed B.COM from Gujarat University at Ahmadabad in 2006

3. H.S.C., From Gujarat higher secondary education board (G.H.S.E.B) at Ahmadabad in 2003 with

First Class

WORK EXPIRIANCE:

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| SR.NO | FIRM NAME | DESIGNATION | DURATION |
| 1. | SALAWAT ASSOCIATE (C.A FIRM) | ADMIN AND OFFICE WORK | From 2009 to 2014 |
| 2. | SANDIP DESAI@COM. (C.A FIRM) | ACC.ASSISTANT | From 2015 to 2017 |
| 3. | OM JEWELERS (JEWELLERY MANUFACTURER) | ACC.ASSISTANT | From 2018 to 2019 |
| 4 | SANGAVAT @ASSOCIATE(C.A FIRM) | ACCOUNTANT | From 2019 to 2023 |

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WORK PROFILE:

Sangavat & Associates (C.A FIRM) July 2019 to 2023

Accountant

* Recorded day to day purchase, journal, G.S.T Adjustment, expense, Bank, Sales entries with generated Eway and Einvoice bill in the Tally prime and other accounting software,
* Handle accounts payable, fixed assets accounts receivable and ledger of the clients and handling there day to day accounting as well as taxation matter in tally and all accounting software also manually and
* Maintained purchase ledger, Sales ledger, Cashbook, Bank book, duty and tax ledger Profit and loss account, Bank reconciliation statement, debtor statement, Finalize Balance sheet and check to them as per the audit rules and policy and assist to the auditor
* I can prepare T.D.S data for its return by deduct and pass transaction under various section of T.D.S.also office and admin work
* Reconciliation the debtor statement and co ordinate with the debtor
* I have prepared and filled all G.S.T Monthly return like. GSTR1 and GSTR 3B, And Annual return Like GSTR9 and prepared GST reconciliation sheet its accord with of electronic cash and credit ledger also audit of I.T.C in GST, and filling income tax return.

SKILL AND COMPUTER KNOWLEDGE

* Invoicing, tax preparation, Reporting, Prepare Income and expense, financial statement
* Application: Ms Office Word, Excel etc.
* Accounting packages like TALLYERP 9,TALLY PRIME, other Accounting software also internet browsing,

STRENGTH:

* Self-motivated
* Result Oriented And Tender of issue Resolve
* Team Player and Disciplined

PERSONAL DOSSIER:

Date of Birth : 04NOVEMBER 1987

Languages known : ENGLISH, HINDI, GUJARATI

**DECLARATION:**

I hereby declare that all the details given above are true to the best of my knowledge and belief.

**SANDIP KUMAR JAIN**