#### **CURRICULUM VITAE**

**ShaileshKumar Natvarlal Nagar**

**Mob: +919428614766**

**Email: shaileshnagar12@gmail.com**

#### **Objective:**

# To work in a healthy, innovative and challenging environment which helps me to sharpen my skills and acquire new ones, which is conducive to learn and grow at professional as well as personal level thereby directing my future endeavors as an asset to the organization.

**Strengths:**

Good communication and analytical skills, positive attitude, hard working, involvement in work, ability to learn from mistakes and adjusting with people of any type.

**Educational Qualifications:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Course** | **Name of Institution** | **University** | **Marks** | **%** | **Year of passing** |
| S.S.C | Gurukrupa Vidhalya | Gujrat board | 550/700 | 79 % | 2005-06 |
| H.S.C | Gurukrupa Vidhalya | Gujrat board | 593/700 | 85 % | 2007-08 |
| C.P.T | ICAI | ICAI | 100/200 | 50 % | 2009 |
| B.com | H.L. Institute of Commarce | Gujarat university | 593/900 | 66 % | 2010-11 |
| M.Com | Gujarat University | Gujarat University | 1247/2400 | 52 % | 2014 |
| C.S Executive | ICSI | ICSI | 152/300 | 51 % | 2012-13 |

**Certification courses:**

* Certified in ITT training from ICAI-Ahmedabad.
* Certified in ORIENTATION PROGRAMME from ICAI-Ahmedabad.
* Certified in General Management & communication Skills from ICAI-Ahmedabad

# **Experience :**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Part No.** | **Firm** | **Location** | **Role** | **Work period** |
| 1 | Maharshi Group Of Companies. | Ahmedabad | Account Assistant | Start December 2010 To 15 march 2013 |
| 2 | Paresh N shah & co. | Ahmedabad | Account & Auditor Executive (CA Artical Training) | 16 March 2013 To 15 March 2016 |
| 3 | Sri Shyam Fashion India Pvt Ltd | Ahmadabad | Sr. Account Executive | 01 April 2016 To 09 November 2017 |
| 4 | Jindal Worldwide Ltd. | Ahmadabad | Sr. Account Executive | 10 November 2017 TO 10 February 2019 |
| 5 | Kirloskar Oil Engine Ltd / La-Gajjar Machinery Pvt Ltd | Ahmadabad | Assistant Manager of Account & Finance | Since 11 February 2019 |

**Key Areas Handled:**

**Account & Finance:**

* Prepare & Vouchering Review of Journals & handling Various accounts such as purchase, sales, cash, debtors, creditors, Expense, Income & other items forming part of balance sheet.
* Prepare, Improving & Analysis cash flow statement & Budgeting.
* Prepare of Bank Reconciliation statement & reporting errors thereon, and prepare any types of document related with bank (e.g. L/c, BRC).
* Handle, Check & maintain Credit Card Details, if use by employee provided by Company.
* Correspondence with the Banks, Debtors, Creditors, Income tax, GST Departments.
* Handle the Payment Follow-up to outside parties and maintain records of payments information & Ledger confirmation.
* Handling the relating any document of Import – Export work.
* Prepare any types of MIS report which are required by Management.

**Taxation:**

* Payment of TDS & TCS and file return 24Q, 26Q, 27Q & 27EQ.
* Payment of GST & filed return GSTR-01, GSTR-03B, GSTR-9 & Reconciliation of GST.
* Maintain Fixed Asset Register and Updating Fixed asset Register on Monthly basis, depreciation calculation and oracle posting on monthly basis.
* Data preparation for direct and indirect tax assessment & Tax Audit.
* Solve TDS related query, If Defaults in return. solved online.
* Issue form 16A & 27D to Vendor.
* Prepare Statutory Compliance.
* Compute taxes owed and prepare tax returns, ensuring compliance with payment, reporting and other tax requirements.
* Taking care of resource utilization, tax strategies underlying budget forecasts and suggest management the solution.

**Payroll:**

* Payment of PF, ESIC & All Employee salary.
* To issue Form 16 to all Employee.
* To Verification All document of employee related Claiming Exemption under Section 80 of Income tax Act and issue Form 12BB.

**Costing:**

* Assisted management in matters regarding verification of different items of financial statement such as fixed assets, liabilities etc.
* Verification of proposed price revision & its effect on profitability. prepare product costing report.
* Verification & prepare of Transport costing related to inward of raw materials & outward of finished goods.
* Plan and record variable costs (e.g. purchase or raw material and operations costs). Review standard and actual costs for inaccuracies. Prepare budgeting reports (for the company & for each department).
* Preparing periodic reports to compare budgeted costs to actual costs.
* Handle Inventory Management, Waste Management & Inventory Control, Damage Analysis, M/c Utilization analysis.
* Prepare Operation Cost Report & Various analysis related with Cost & MIS.

**Audit:**

* Handled physical verification of stock, fixed assets, cash & other items forming part of balance sheet.
* Assisted audit team in reviewing of various statutory matters affecting client’s management & its operation.
* Part of a team in the preparation of Audited financial reports & other documents as relevant & forming part of it.
* Preparing and analyzing Accounting records and financial statement reports.
* Recommend, developed and maintain solution to financial problems of the business.

# **Computer Skills:**

* Basics of Computer
* MS office (MS word, MS excel-(Pivot table - V look up etc), MS PowerPoint)
* Tally version “ERP-9”
* Easy Tax
* ACE
* DICOT (Yarn-Fabric Software)
* ERP Software
* **Saral TDS Software** **(Currently Use this Software)**
* **Oracle (Currently Use this Software)**

**Personal details:**

Name : Shaileshkumar Nagar

Date of Birth : **12th April 1991**

Father’s name : Natvarlal Nagar

Mother’s name : Narmadaben Nagar

Marital status : Married

Languages Known : English, Hindi, Gujarati and Rajasthani

Nationality : Indian

Hobby : Listening Music, Reading Book, Making Frainds.

**Shailesh N. Nagar**

26, Gaurav Banglows,

Opp. Sindhwaimata Mandir,

Ramol Road,

C.T.M,

Ahmedabad-380026

**Declaration:**

I hereby declare that the above information is true to the best of my knowledge*.*

# **Place: Ahmedabad (Shailesh Nagar)**