***RESUME***

1. **PERSONAL INFORMATION :**

**NAME :** **JOSHI TARAL DHIRAJLAL**

**ADDRESS :** 26, Shivranjani Society,

Satellite Road,

Ahmedabad,

Gujarat.

**PHONE NUMBER :** 94276 21721

**E-MAIL-ID :** joshitrl@gmail.com

**BIRTHDATE :** 1st October, 1981

**LANGUAGES KNOWN :** Gujarati, Hindi & English

1. **EDUCATIONAL QUALIFICATION :**

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| **Sr No** | **DEGREE / DIPLOMA** | **BOARD / UNIVERSITY** | **MONTH/ YEAR OF PASSING** | **CLASS OBTAIN** | **PRINCIPAL SUBJECT** |
| 1 | S. S. C. | Gujarat State Education Board | March ,1997 | Second Class | Science , Mathematics , English |
| 2 | H. S. C. | Gujarat State Education Board | March ,1999 | Second Class | Accountancy |
| 3 | B. Com. | Gujarat University | April ,2002 | Second Class | Advance Accounting & Auditing |
| 4 | Diploma In Taxation | Gujarat University | April ,2007 | Second Class | Accounting , Income Tax |
| 5 | E-Accountant Course | National Academy of Modern Accountants | April, 2009 | “A” Grade | Accounts & Income Tax |

1. **COMPUTER KNOWLEDGE :**

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| \* | SOFTWARE PACKAGES | MS Office (Word , Excel , Power Point) |
| D. T. P. ( Desk Top Publishing ) |
| Tally 9 ERP &5.4 & FAS (Accounting Software )& ERP |
| Kitret (Income Tax Software) |

1. **EXPERIENCE :**

* I am working as **“Account Executive”** at **Ramdev Food Product Private Limited, Snacks Division Chiyada, Bavla** from May’2016.
* Audit Raw Material Purchase Invoice and Internal Transfer Entry of Department.
* Prepare Production Costing.
* Physical Stock Data Entry.
* Other Reports require by Managements.
* Knowledge of E-way Bill and E-Invoice and Goods and Service Tax (GST).
* I am worked as **“Assistant Accountant”** at **Cargo Motors Private Limited, Ahmedabad.”**(Authorized Dealer of TATA Motors Ltd.)From April’2010 to Feb’2016.Cargo Motors is one of the largest dealers of all types of vehicles of Tata Motors having operations all over India and having more than 50 branches. The scopes of my duties are as following.
* Preparing Sundry Debtors List.
* Preparing Inter Unit Reconciliation and other units.
* Preparation of Monthly Reports of VAT, TDS, and CST Data.
* Online Form No. 403 Generate for Outside Gujarat Purchase.
* Preparation of Monthly Online Payment of Service tax Challan& Return Data.
* Accounting Entries like Journal Voucher, Cr. Advice, and Dr. Advice etc.
* Claims Data submitted to Tata Motors Ltd.
* I have 5 year experience with **Bharat N. Pandya & Associates** at Ahmedabad as an **“Assistant Auditor”**. The work involved the following.

1. **AUDITING & INCOME-TAX :**

* Routine Auditing of Books of Accounts of the Sole Proprietary Concerns, Partnership firm & Private Ltd., Companies.
* Preparation & Filing of Income Tax Returns of Individuals.
* Preparation & Filing of TDS & E-tds Returns.

1. **SERVICE TAX :**

* Service Tax Procedures including Preparation & filing of Application for Registration, Returns for various entities. And Calculation of Interest for late payment of Service Tax.

1. **REFERENCE :**

** Vijay Patel (Account Officer)**

**Cargo Motors Pvt. Ltd. (M) 96876 88336**

Opp. Rajpath Club, Bodakdev, Ahmedabad.

** Alokbhai Malaviya (HR Manager)**

**Ramdev Food Product Pvt. Ltd. Snacks Division**

Chiyada, Bavla, Ahmedabad. (M) 89800 24510

1. **REASON FOR CHANGE :**

* For Better Future & Career Building.

1. **EXPECTATIONS:**

* Good (Reasonable) Remuneration.
* Organized & Motivational Approach.

1. **MOTTO IN LIFE:**

* Living with “DO IT NOW” policy. Efficient and dedicated to work. Honest, Result Oriented Positive Approach.