**Curriculum Vitae**

**Jignesh B. Prajapati**

**Email** : [Jignesh.hp615@gmail.com](mailto:Jignesh.hp615@gmail.com)

**Mobile** : 8485901838, 7383542047

**Carrier Objective**

To make the most of every single opportunity and to excel in it by complementing passion with profession. I aspire to leverage my expertise and learning to earn respect as an excellent professional with in industry

**Academic Record**

|  |  |  |  |
| --- | --- | --- | --- |
| **Course** | **Examination Board** | **Year of Passing** | **Percentage** |
| S.S.C | G.S.E.B | APRIL-2006 | 51% |
| H.S.C | G.S.E.B | MARCH-2008 | 58% |
| B.Com | Gujarat university | APRIL-2011 | 50% |

**Experience**

**Accounting Software Knowledge:**

1. Tally 7.2
2. Tally ERP 9.3
3. Safal ERP
4. Data note Web base
5. SAP
6. Tally Prime

* **Current Employee :**

**Corrtech Energy Limited - Ahmedabad ( Chagodar)**

* **Post :**  Asst .Manager Accounts , Finance & MIS.
* **Duration :** June , 2022 to till date
* **Previous Employee Details :**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Sr. No.** | **Previous Employer Name** | **Post** | **Duration From** | **Duration To** |
| 1 | Anjney Tubes India - Ahmedabad (Corporate Office) | Account Assistant | Jan-12 | Jan-16 |
| 2 | Terram Geosynthetics Pvt. Ltd.- Ahmedabad (Corporate Office) | Sr .Executive Accounts , Finance & MIS | Feb-16 | Oct-20 |
| 3 | M R Organisation Limited - Ahmedabad (Corporate Office) | Sr .Executive Accounts , Finance & MIS | April-21 | April-22 |

* **Working Profile:** 
  + - Handling all duties of Data Entry.
    - Maintenance in Accounts ERP-9
    - Co-Ordination with Account Department.
    - Import / export Documents
    - Bank reconciliation
    - Preparation of cheque & payment vouchers
    - Preparation of VAT payable
    - Maintain bank & finance
    - Preparation Of Excise & service tax Payable
    - Insurance
    - Preparation of GST data
    - GST Return Filling
    - Preparation of TDS data
    - TDS Return Filling
    - Stock Account
    - Inventory Reconciliation with Software
    - Inventory Reconciliation Statement
    - Inventory Valuation Statement
    - FG Movement Statement
    - Preparation of Bank Stock Statement
    - Physical Verification of Inventory
    - Product Costing
    - Internal Audit
    - Ledger Scrutiny
    - Co-ordinate with CA for Statutory Audit Work
    - Salary Calculation & Salary Payment
    - Prepare Profit & Loss Statement
    - Audit Settlements Entry
    - Prepare Cash Flow
    - Prepare Bank Loan Documents (CC, OD, FCTL etc.)
    - Update Google Sheet.

**Professional Exposure**

Very much keen to accept new challenges & interested in skill improvement.

Good command over scheduling & gives priority to work activities.

A good negotiator and bring the result up to target.

**Computer Knowledge**

M.S. Office, Internet, Computer fundamentals, Google Sheet Working.

**Personal Information:**

NAME : JIGNESHKUMAR BHAILALBHAI PRAJAPATI

Address : House No. 428, Mahadev Valu Faliyu, Near Gram Panchayat Office,

At & Post: Kesra, Taluca: Mahemadavad, Dist.: Kheda - 387430

Date of Birth : 11/02/1991

Sex : Male

Marital Status : Married

Nationality : Indian

Language : English, Gujarati, Hindi

**Declaration**

I Hereby Declare That The Above Mentioned Information Is True To The Best Of My Knowledge.

**Thanking You,**

JIGNESHKUMAR PRAJAPATI