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**Curriculum Vitae**

**Name:** Sanjay H Gohil 5, Utsav Bunglow,Near

**Email:** gohilsanjay.ca@hotmail.com Pramukhswaminarayan Temple,

**Mobile No:** +91 9624660367 Vastral, Ahmedabad-382418

**Career Objective**

To start my career as chartered accountant with a well-known organization to contribute in growth and brand image via using my accountancy skills and legal knowledge.

**Core Competencies**

* Strong analytical and problem solving skills.
* Excellent knowledge in handling Accounting system.
* Good command in applying fractions, percentages, ratios and proportions.
* Strong ability to use an automated accounting system.
* Good communication skills.
* Self-motivated with high level of energy.

**• Academic Credentials:**

* Pursued Certificate Course on GST organized by ICAI through various faculty of national committee

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| **Exam Passed** | **Institute** | **Year of passing** | **% of marks** |
| CA | ICAI | Nov-2015 | 50.00% |

**Professional Qualification**

**Educational Qualification**

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| **Exam Passed** | **Institute** | **Year of passing** | **% of marks** |
| B.Com | Gujarat University | March,2011 | 62% |
| H.S.C. | G.S.E.B. | March-2008 | 59.14% |

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| **Experience** |

**As a Accounts and Finance Manager at** Neelam Group of Companies Ahmedabad From 6th October 2017 to till now

**As a Accounts and Finance manager** at Comet Group of Companies Ahmadabad from 15th June 2015 to 5th October 2017.

**As an Audit Assistant at “B.J.Shah & Bros.” Ahmadabad** from 24th Aug 2011 TO 16th Jan 2015 worked in the area of Direct Taxation and Auditing exclusively.

**Role at Neelam Group of Companies**

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| **Area** | **Job Function** |
| **Accounts & Book Keeper** | * Ensuring Monthly recording of Transaction and Closing of Books of Accounts. * Conducted audit checks on regular intervals. * Carrying scrutiny of ledger at week interval. * Summarizing the classified transaction on the form of profit and loss accounts. * Ensuring ledger reconciliation with Receivable at quarterly interval. * Management of Receivables and Payables. * Prepared Bank Stock Statement at monthly interval and calculating drawing power. * Analyze financial Statement and Drawing meaningful information from Profit and loss account * Review requirement of CARO,2016. * Adherence to requirement of Companies Act for preparing Financial Statement * Looking over at stock reconciliation and various reason for shortage and Excess * Preparing Report on every area of business and finance and also recommend any solution if any to the management at every Quarter |
| **Internal Audit** | * Review organization business process * Evaluate the efficacy of risk management that currently implemented. * Protect organization asset against fraud and error * Review Financial statement at half yearly interval * Ensure that the organization is complying with relevant laws and statutes * Make recommendations on how to improve internal controls and governance processes |
| **Budget & Finance** | * Preparing and Review requirement for annual Budget. * Preparing annual Sales Budget and Administrative Cost Budget and Reporting variances for the same. * Preparing Capital Expenditure Budget (Zero based   Budgeting)   * Preparing Fund Flow and Cash Flow * Preparing Stock Statement for Bank. |
| **Direct Tax and Other Tax** | * Coordinating with statutory auditor. * TDS Related compliance work. * Attending Hearing of Income tax. * Preparing details for scrutiny. * And other compliance related work. * Filling ITR of Director * Attending hearing in PF department and Labor department. * Making Payment of PF and ESIC * Preparing Documentation for audit of PF and ESIC |
| **Indirect Tax** | * Prepared and Filled Service tax Return * Interpreting various statues amendments and circular. * Handled Service tax audit. * Filled GSTR-3B and GSTR-1 * Reconciliation of GSTR 2A statement. * Solving Complex issue in GST like Wrong sales entered in GST, Client refuses to accept Invoice. * Filled Annual return GSTR 9 |
| **Other Operational Work** | * Authorizing payment of vendors and employee. * Review Whether procedure for the same has been follow or not. * Making SOP for operational efficiency. * Making report on risk assessment matrix and recommendation for mitigation of risk. |

**Role at Comet Group Of Companies**

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| Area | Job Function |
| **Accounts & Finance** | * Finalizing of balance sheet as per Indian standard. * Preparing monthly balance sheet and fund flow statement * Carrying scrutiny of ledger at week interval. * Management of Receivables and Payables. * Prepared Bank Stock Statement at monthly interval and calculating drawing power. |
| **Internal control** | * Reviewing operational functions carrying out as per set internal control policy * Reviewing various reports like P.o-P.i pending report S.O-S.i pending report * Established internal control for purchase sale and invoicing and production. * Coordinating with Software developers for ERP changes and for requiring various report at management level. * Solving day to day operational issues. * Apply various costing method to calculate the cost of the product considering various factor of expense |
| **Direct Tax** | * Calculating Advance tax at respective due dates. * Coordinating with statutory auditor. * TDS Related compliance work. * Attending Hearing of Income tax. * Preparing details for scrutiny. * And other compliance related work. |
| **Indirect Tax** | * Prepared and Filled Service tax Return * Preparing data for excise return and forwarded to consultant. * Making and interpreting classification of products whether product is excisable or not * Interpreting various statues amendments and circular. * Handling Import purchase. * Prepared and Filled Vat Return for monthly and annually. * Attending Vat department for assessment. * Handled Service tax audit. * Handled annual vat audit. * Taken stock and attributed input tax credit lying in the stock for GST Purpose. * Prepare document for filling Trans-1 in GST Regime * Filled GSTR-3B |

**Strength:**

I always attempt to improve myself day by day, with my experience and updating knowledge, to see the work to be done better than yesterday.

**COMPUTER QUALIFICATION/OTHER TRAINING**

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| **Course** | **Institute** |
| Compulsory Computer Training (CCT),2012  Along with Orientation Program | ICAI |
| Tally ERP 9,2011 | Gujarat Knowledge Society |

**OTHER COMPUTER PROFICIENCY**

* Basics in Computer Applications (MS Office)
* Tally, Customized ERP, Microsoft Excel ,Word & other Internet Applications

**PERSONAL DETAILS**

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| **Date of Birth** | 10th May,1991 |
| **Gender** | Male |
| **Nationality** | Indian |
| **Languages known** | English, Hindi ,Gujarati |
| **Marital Status** | Married |
| **Email** | Gohilsanjay.ca@hotmail.com |
| **Contact No.** | +91 9624660367 |
| **Hobbies** | Playing Chess, Listening Music |