Resume

**Ankit Mistry**

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# Career Objective

To pursue a challenging career in the field of professional accounting and contribute constructively to the organization while being resourceful, innovative and flexible

# Academic Record

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Year** | **Degree** | **Institution** | **Class/Board** | **Remarks** |
| 2012 | M.B.A (FINANCE) | Idea Institute of Management | Sikkim Manipal University | 65.15% |
| 2010 | B.Com | Ashvinbhai A Patel Commerce College | Kadi Serve Vidhyalaya | 66.67% |
| 2007 | H.S.C | N.M.Nootan Serve Vidhyalaya | G.S.H.E.B | 72.71% |
| 2005 | S.S.C | N.M.Nootan Serve Vidhyalaya | G.S.E.B | 64 % |

# Professional Qualifications

* ***Certificate Course in Professional Accounting (CCPA)*from Six Sense skill development**, Ahmadabad
* **Certificate course in Tally Pro (Certified Tally Accounting) from Tally authorized center Gujarat info tech ltd**
  + **Acquired skills**: Double Entry Accounting, Banking Transactions and Reconciliation, GST & TDS Tally accounting & working knowledge, financial year end process knowledge, Working of MS Office and Internet applications.

# Work Experience

* **Jindal Worldwide Ltd (From Sept,2019 to Till Date)**

**Job Profile (Accounts Executive)**:

* General Accounting of organization & Other group of Companies.
* Purchase, Sales, Expense, Journal Entry in ERP & Tally Software in proper manner.
* Bank Reconciliation of all group of companies.
* Preparation of Account Receivable & Payable Report and Vendor Management.
* Preparation of GST3B , GSTR1 &TDS Data before due date.
* Co-Ordinate with GST & Audit team incase of any query
* Co-ordinate with other factory staff & HO staff for accounting purpose.
* Knowledge of GSTR2A Reconciliation & GST Return
* Basic Knowledge of Finalization of P&L and Balance Sheet.
* **Satya Prakash Mangal & Co. (From Nov,2017 to Aug,2019)**

**Job Profile (Senior Account & Taxation Executive)** :

* Look after overall accounting of firm & other clients
* Handling various clients’ books of accounts.
* Management of Accounts receivable & Payable
* Books of accounts entry upto finalization of accounts
* Maintaining compliance activity Like Prepare GST data before Returns date
* Working knowledge of GST in tally accounting & some knowledge of returns filling
* Finalize company’s books of accounts under the guidance of CA
* **H**e**lp Finance Limited (From April 2012 to Oct 2017)**

**( Group Company of KIM Future Vision Services Ltd)**

**Job Profile (Branch Accountant)** :

* Cash handling,
* Bank Reconciliation, Cheque Payment & Receipt Entry
* Purchase, Sales, Journal, Expense Entry, Ledger Reconciliation
* Cash Accounting Entry, Day to day branch activity.
* Collection & Payment from Field Associates & Customer
* Team handling, Customer Service, Field Associates handling,
* Handling Direct walk in customer & Agents

# Career Interest

* I aspire to develop an enriching career in finance sector where I can utilize my skills.

# Strengths

* Take feedback positively and work on my weakness where necessary
* Complete my tasks with punctuality, sincerity and create positive working environment
* Good Verbal and Personal Communication Skills
* I have high stress tolerance and I can take up responsibility and fulfill with utmost dedication

# Hobbies

* I like listening songs.
* I love to play cricket, chess

# Declaration

I hereby declare that all the information furnished above is true and genuine to the best of my knowledge.

Place: Ahmadabad Thank You,

Ankit Mistry