

## CURRICULUM VITAE



# HARSHAD NANDLAL PARMAR

6<sup>th</sup> Ashta Pandey Chawl, Rahimbaug, Ambawadi, S. V. Road, Dahisar (East) Mumbai – 400 068.

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Date of Birth : 05<sup>th</sup> February 1985.

Marital Status: Single. (Unmarried)

Languages Known : English, Gujarati, and Hindi as well as Marathi.

### WORK EXPERIENCE:

**I. Currently Working with NITYANAND INFRASTRUCTURE LTD. (Goregoan, Mumbai)**

*(Worked From February 2008 to January 2013 as a Sr. Accountant (Finance & Accounts Department))*

*(Presently from April 2014 to till date as an Accounts Manager (Finance, Accounts & Billing Department))*

### JOB PROFILE

- Maintaining Computerized Subsidiary Books i.e. Sales, Purchase, Inventory, Expenses, Cash & Bank Book etc.
- Preparing Bank Reconciliation Statement on monthly Basis.
- Preparing Tax Invoices.
- Preparing and submitting Quarterly TDS Returns.
- Preparing & Submitting Statutory compliance i.e. GSTR1, GSTR3b, E-Way Bill etc.
- Preparing and submitting report required for Income Tax Audit.
- Preparing a Monthly report which is necessary for Month Closing.
- Preparing Outstanding – reports and follow up for Payments.
- Scrutinize of debtors & Creditors Ledgers on monthly basis.
- Co-ordinate with other branches sub-ordinates & superior.

### KEY SKILLS & KNOWLEDGE.

- Accounts up to Finalization.
- Hand on experience in Tally up to 9 ERP.
- E-Payments./ Paymaster – Info wan Payroll.
- Computer Basics, MS Office.

**II. Worked with PRANAYA ENTERPRISES – HOTEL CAPITOL. (Thane)**

*(From February 2013 to March 2014 as a Sr. Accountant (Accounts Department))*

### JOB PROFILE

- Maintaining Manual as well as Computerized Subsidiary Books i.e. Daily Sales, Purchases, Inventory, Expenses, Cash & Bank Book etc.
- Preparing Bank Reconciliation Statement on monthly Basis.
- Preparing Tax Invoices in Software.
- Co-ordinate with suppliers & making time to time payment.
- Preparing Outstanding – reports and follow up for Payments.
- Scrutinize of debtors & Creditors Ledgers on monthly basis.
- Preparing Statutory Report i.e. TDS, Service tax, VAT (if apply) & making E-Payments.
- Preparing Provident Fund & Professional tax Challans.
- Preparing and submitting Quarterly TDS Returns.
- Preparing and submitting report required for Income Tax Audit and Sales Tax Assessments.
- Preparing a Monthly report which is necessary for Month Closing.
- Preparing Salary for Employees (approx 100) in Excel & Software & also disburse the same.

### **KEY SKILLS & KNOWLEDGE.**

- Accounts up to Finalization.
- Hand on experience in Tally up to ERP9.
- E-Payments./ Paymaster – E Time Track & WINHMS.
- Computer Basics, MS Office.

### **III. Worked with Klassic Construction Pvt. Ltd. (Andheri, Mumbai)**

*(From Oct 2007 to Dec 2007 as an Account Executive.)*

### **JOB PROFILE**

- Maintaining Manual as well as Computerized Subsidiary Books i.e. Sales, Purchase, Inventory, Expenses, Cash & Bank Book etc.
- Auditing with other branches.
- Preparing Bank Reconciliation Statement
- Preparing Statutory Report i.e. TDS, VAT & Service Tax.
- Co-ordinate with suppliers & making time to time payment.
- Co-ordinate with other branches sub-ordinates & superior.
- Preparing a Monthly report which is necessary for Month Closing.
- Preparing Outstanding – reports.
- Issuance of Receipts and Invoices.
- Sending the Outstanding Statement to the debtors on Monthly Basis.

### **KEY SKILLS & KNOWLEDGE.**

- Audit other branches.
- Hand on experience in Tally up to 9.
- Computer Basics, MS Office.

### **IV. Worked with BAKRANIA & ASSOCIATES (Tax Consultant) Dahisar, Mumbai**

*(From June 2005 to September 2007 as a Data Operator)*

### **JOB PROFILE**

- Making Individual Returns.
- Regular basis Data Entry of Client.
- Auditing to the Company.
- Preparing Bank Reconciliation Statement
- Making Statutory Payment i.e. TDS, VAT & Service Tax. For Client.

### **KEY SKILLS & KNOWLEDGE.**

- Audit Different Company
- Hand on experience in Tally 4.5 to 7.2.
- Computer Basics, MS Office.

### **ACADEMIC QUALIFICATION**

- Passed B.Com. In the year 2005-2006.
- Passed H.S.C. Commerce in the year 2002-2003
- Passed S.S.C with in the year 2000-2001

### **ADDITIONAL QUALIFICATION**

- Hardware, Networking.

### **Hobbies**

- **Playing Cricket.**

DATE:

*Signed.....*

**PLACE: MUMBAI.**

**(HARSHAD N. PARMAR)**