

SUMEET K. JOTANGIYA

Account Manager

Since last 4.5 years. I am Associated with Bios Lab Private Limited (A leading Pharma Company in Gujarat) at post of Account Manager of the Company and looking towards the Finance, Accounting, Taxation and Financial Planning and finalization of books of account and HR Work and team management etc. for policy of the company. Before that I was associated as an Article Assistant of CA. K.C. Sorathiya & Co. and CA. H.P.GODA & Co. They are well known Chartered Accounting and Auditing Firm In Rajkot , Gujarat

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Key Skills

Accounting & Finance Mgt.

MIS Report

Receivable & Payable Mgt.

Business Strategy and Policy

Tax Planning & Compliances

Key Account Management

Best Communicator

Easy to mix up with every Culture

Core HR Work and Admin



Profile Summary

- Strategically plan the books of Account to build the well performing.
- Income tax Planning, GST Compliances, TDS Management, Receivable and Payable Management, Tax Audit Work and ROC Work.
- Core HR Work and Its Management
- Payroll Management
- Finalization of books of account as per Acts.
- PF, ESIC, Gratuity, Bonus, Minimum wage Act etc. management.
- Excellence in Communication and Command over the body language reading to select best employee for the Company.
- Excellence in forecasting sales & budgets.
- Rich experience in designing & conducting customized training programs and ensuring that training & development initiatives are aligned with the organizational goals and culture
- A keen planner & strategist with skills in team building; possess team building capability; proven expertise in planning & managing resources.
- I was join as an account manager and then Promoted for Account Manager of Bios Lab Private Limited.



Career Timeline

14th March 2013 to 15th March 2014.

CA. H.P.GODA & Co.,

Article ship for Training of Chartered Accountancy

1st April 2016 to till date

Bios Lab Private limited, working as a Account Manager of Company.

16th March 2014 to 31st March 2016

CA. K C Sorathiya & Co.

Completed 3 year of article ship for Training of Chartered Accountancy

Looking towards the Big Banner Organization....!

Soft Skills



Work Experience

1st April 2016 to till date :

Bios Lab Private Limited, Rajkot

As a Account Manager.

Role:

- Tax Planning, TDS Calculation, GST data Finalization & Online Filing, ROC Work, Accounting and Financial Planning and GST Audit and Tax Audit representation.
- Looking towards the day to day Banking Transaction, BRS of the Company.
- Drafting the Legal Documents and Resolutions for ROC.
- Draft the Other Legal letter and Contract on behalf of Company.
- Manage the HR related companies and work.
- Leading a team of 58 members engaged in marketing for Four State.
- Ensuring that all sales representative activities are in accordance with the guidelines of the company, Prepare Employee Performance report.
- Handling full admin with supportive staff and submit all Reports to Directors.
- Inventory Management and Ordering Qty. Management.
- Draft the Basic and Core Policy for Company based on internal Control System like Leave Policy, Incentive Policy, ethical filed Work Policy, Appointment letter, Offer Letter and other documents.

Highlights:

- Recognized as the Best Creative Thinker and best Leader Award in 1st Annual Meeting of the Company at Jaipur.
- Nominated for Goa trip in the Month of March 2017 and For Khandala in March 2018, Goa Trip in April 2019.

Current Package : Rs. 5,06,400/- P.A. (CTC), (42,200 Per Month).

Expected Package : As per Company rules regulation.

From 16th March 2014 to 31st March 2016

CA. K. C. Sorathiya & Co. , (Jubeli Garden, Rajkot)

Work as an article assistant

Role:

- Tax Planning and Accounting
- Tax audit , TDS Return file, VAT return file,
- Train the new Articles
- Finance Planning

From 14th March 2013 to 15th March 2014.

CA. H.P.GODA & Co., (Yagnik Road, Rajkot)

Work as an article assistant

Role:

- 🕒 Looking towards the Stock Audit in Panels of State Bank of India.
- 🕒 Looking for Concurrent Audit of Dena Bank , Karan Para Branch, Rajkot and Bank of India Jasdan Branch.
- 🕒 Having an Experience of Revenue Audit of Dena Bank , Karan Para Branch.
- 🕒 Did Stock Audit of Ginning Mills, Paper Mills, Textile Business of Morbi, Jewelers Shops, Rani Oil, TATA fire bricks Plant in Kuchh. Pan Agree Export Rajkot, Auto Mobile Sectors, etc.
- 🕒 Also having an Experience of Performance Audit of Marvadi Stock Broking, Nana Mahuwa Branch, Rajkot.
- 🕒 Financial Planning and Accounting work.
- 🕒 Did Trust Audit and Tax Audit
- 🕒 Performance Audit of the big Stock Exchange of India (Like Marvadi Stock Broking).

📁 **Additional Knowledge Bank :** Having good Knowledge of - GST Act, PF Act, ESIC Act, Gratuity Act, bonus Act, Minimum Wages Act, Recruitment Portal, Payroll Software, Accounting and GST Filing Software.

🎓 **Education:**

- 🕒 Bachelor Degree in Commerce Stream in the Year of March 2012 based from Saurashtra University. Obtained third Rank in J.J.Kundaliya Arts and Commerce College (Eng.)with 71.29%.

I Also Completed My Chartered Accountancy Course (IPCC) In May 2012 with 215/400 Marks.

- 🕒 Completed Master Degree In Commerce Stream in the Year of March 2014 Based at Saurashtra University. Obtained 67.35 % In English Medium.

Looking Forwards the Chartered Accountancy Final (ICAI)(Set up by Parliament of India).

🎓 **Trainings/ Additional Certified Courses are :**

- General Management and Communication Skills - I in 2014 (In ICAI)
- Course on Computer Concepts (CCC) in 2012
- Tally Accounting Software, Miracle Accounting software
- Orientation Program Training in 2010 at ICAI Rajkot Chamber.

📁 **Awards :**

1. Best Creative Thinker and best Leader Award in 2017
2. Excellence Award from Gunje Gujarat (It's Gujarat Level Singing Competition)

🧠 **Goal and Vision of Career :**

1. Wants to represent the big banner and Group of the best Culture.
2. To be key person of TOP Management
3. Want to be the best part in TOP Management.
4. Main Goal to associate with "SAP Units" for expansion of knowledge.

Strength :

1. Creative and Innovative thinker
2. Easy to Build Relation and Easy to Mix up with anyone
3. Best Communicators & Motivational Speaker
4. Good Leadership Power
5. I am enthusiastic
6. Ready to Accept Challenges
7. Always ready to work with every stage of employees and worker.
8. Well train personality to communicate with Top to Bottom level of employee for betterment of Organization.

Weakness :

1. Always like to Work in top Management.
2. I am not comfortable to work in Political Management.

IT Skills

- Proficient in MS Office Package, Accounting Software, Income Tax Filing Software, TDS Filing Software and Internet and Emailing, Banking CBS System Software , GST Tools.

Date of Birth: 1st May 1992

Address: 303- Rudrax Complex, Shiv Park Society, Near Ranuja Kothariya, Rajkot-360002.

Languages Known : English , Gujarati & Hindi

Hobbies : Singing, Wall Painting , Traveling and playCricket.