**Curriculum Vitae**

**KUNAL BABULAL MONPARA M.com (A/c)**

**PERSONAL DETAIL**

1. Date of Birth : 21st December, 1985
2. Sex : Male
3. Marital Status : Married
4. Language Known : English, Hindi, Gujarati.
5. e-mail ID : **kunalmonpara@yahoo.com**
6. Contact Address :

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| **Permanent address** |
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**DISCIPLINE PROFILE**

Discipline :- Post Graduate Diploma In Applied Corporate Finance

College / Institute :- Department of Economics

University :- M.S.University of Baroda

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| Course | Year of passing | Percentage | Board / Uni. | Remark |
| **M.Com.** | 2012 | 44.00% | SaurashtraUni. | Pass class |
| **P.G.D.A.C.F.** | 2008 | 52.00% | M.S. Uni. | Sec. class |
| **T.Y.B.com** | 2007 | 56.00% | SaurashtraUni. | Sec. class |
| **H.S.C.** | 2003 | 51.17% | G.S.H.E.B. | Sec. class |
| **S.S.C.** | 2001 | 52.43% | G.S.E.B. | Sec. class |

***Experience: -***

1. *Simero Pvt Ltd Morbi (Ass. Account Manager)*

*Manufacturing Company: - Work Profile (Jan-2018 to continues)*

* Finalization of Account
* Maintaining day to day Books of Account,
* Financial Planning, Cash flow
* Liaison with Consultant (Law Firm,Valuar, Trueeship etc)
* Document Preparation and Management Discussion for External Credit Rating Agencies.
* Close Co-ordination with bank resolve their operation issues and document issue.
* Liaison with Renewal of Fund based limit and Non-fund based Limit
* Working capital Management including submission of Bank Stock Statement and PCFC, PCINR
* Execution of Daily Forex transaction including forward contract and option contract,
* Close IDPMS and EDPMS.
* Close Co-Ordination with six bank Consortium Finance
* Assistance in preparation of Project White and IM (for JV/PE)
* Submission of FFR-I, FFR-II, and QPS
* Submission of UHFCE Quarterly basis
* Knowledge of ECB 2 Return monthly Submission
* Knowledge of APR Submission (FDI Investment)
* Checking of Draft Loan Document
* Managing Insurance Portfolio
* Monthly Interest Working
* Daily Bank Reconciliation Statement.
* Party Account reconciliation.
* TDS Working and Payment
* Knowledge of GST
* Prepare Budget V/S Actual
* Solve queries Statutory Auditors and Stock Auditor
* Income Tax scrutiny Documentation pre-preparation.
* Check Export Letter of Credit and Submission of Document against Letter of Credit/ Discounting of LC
* Prepare Document for MEIS License
* Prepare Document for EPCG License Redemption

1. SHV Energy Pvt Ltd - Porbandar

(Commercial Officer August 2015 to Dec 2017)

Oil and Gas –Work Profile

* Invoice Preparation
* Cash handling
* Import material vessel documentation preparation
* Co-ordination with logistics and PSU dispatch Planning
* HR Record Maintain
* Excise Record Maintain
* Co-ordination with finance department regarding issue credit debit note of material unloading
* MIGO of purchase gas
* Co-ordination with CHA regarding cargo clearance and vessel unloading and final assessment of import material
* Working In SAP Module (SD Module, MM Module)
* Knowledge of GST Invoice rules, ITC Credit Rules, Accounts and records rules, Returns Filling,

1. *Galaxy Stamping Pvt Ltd Rajkot (Ass. Account Manager 5 year )*

*Manufacturing Company: - Work Profile*

* Bill Processing, Preparation of Invoices ,Debit Notes, Credit Notes, Cash Handling, Creditors Handling,
* Day to day accounts, maintaining all accounts related books.
* Statutory requirement of Income tax, Advance Tax Calculation,
* TDS payment and return Preparation
* Service Tax Online payment and Return Preparation
* VAT Online payment and Return Preparation
* Excise Online payment and Tax payment Calculation
* Finalization of accounts
* Preparation MIS reports
* Banking Related all work i.e. Bank Guarantee, Bank Stock Statement, New Finance Proposal Related Documentation Preparation and Co-ordination With Bank, Foreign remittance, In-land and Foreign Letter of Credit (Inward and Outward Documentation), Currency Forward Contract Booking
* Bank Reconciliation Statement.
* Party Account reconciliation.
* Solve queries of Statutory Auditors.
* Documentation Preparation of Import clearing and Export.
* Realized Raw Material Purchase Order and Co-ordination with Vendor and Transporter
* Subsidy Documentation preparation and Co-ordinate with consultant
* Income Tax scrutiny Documentation pre-preparation.
* All types of Government Office work.
* Implementation ERP Software and co-ordination with software development.

1. *R.M.DASA INFRA. PVT. LTD. Junagadh (Account Executive 2 Year)*

*Construction company: - Work Profile*

* Bill Processing, Preparation of Invoices ,Debit Notes, Credit Notes, Cash Handling, Creditors Handling,
* Day to day accounts, maintaining all accounts related books.
* Statutory requirement of Income tax
* VAT Computation Monthly and Yearly
* Finalization of accounts.
* Banking related all work i.e. Issue Bank Guarantee, Bank Stock Statement, Bank Reconciliation.
* All types of Government Office work.

• Other Knowledge

* Knowledge of accounting software Tally, Navision ,SAP, ZOHO Books, Accusol ERP, Mirecal, Quick.
* Knowledge of Technical Analysis.

***Current CTC*** *:- 8.00 Lakh Per Year*

Project work**: -** Portfolio management in single index module.