

CURRICULUM VITAE

Shah Jainish R

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Professional Profile:

- Self-managed and result-oriented Accountant with 5 years of experience in general accounting.
- Knowledge of MS Office with Strong level of Proficiency in Excel,
- Administration of accounts receivable, accounts payable, Knowledge of GST, TDS, Tally, ERP and Team Coordination.
- Accountant General Skills: PRE Planning , Organizing and Time Management Finance accounting. Hospitality management.
- Purchase, Sales and Internal Audit and Taxation, TCS , TDS Calculation and filling , E-WAY Bill, Bank reconciliation, Monthly Account Auditing, GST fillings and Deadline Oriented Monthly Closings.

Accountant General Skills:

- Planning , Organizing and Time Management
- Finance accounting.
- Hospitality management.
- Purchase, Audit and Taxation, TCS , TDS Calculation, E-WAY Bill ,GST Etc..
- Bank reconciliation, Monthly Account Auditing,
- Attention to Details and Deadline Oriented
- Monthly Closings

Career Summary:

- **Designations: Senior Finance and Accountant Executive – PALVI INDUSTRIES LTD. VADODARA, GUJARAT**
FROM 12 SEP-2022 TO Cont.

- Day to Day all Types of Accounting Entries in SAP Software.
- Import and Export Payment Process in Bank.
- Bank Reconciliation day to day.
- Export Invoice entry in SAP.

- Vendor and Customer Reconciliation, GST Reconciliation, TDS Reconciliation etc.
 - Stock Statement Report and Submitted to bank process. Handling to Bank Stock Audit and Assist to Finance Manager for Statutory Audit and Internal Audit.
 - Daily Payment to Party Through E-net etc.
 - Preparation of various reports for senior officer.
- **Designations: Accountant – FAIRMATE CONSTRUCTION CHEMICAL PVT LTD.. VADODARA, GUJARAT**
FROM 10 AUG -2021 TO 09 SEP-2022
 - Day to Day all Types of Accounting up to Finalization in ERP Software. .
 - Internal Audit of all Sub Branches,
 - GST Data Filing of GST1 and GST 3B
 - GST Data Reconciliation of all and Also TDS and E-WAY Bill Data Reconciliation etc.
 - TDC and TCS Prepare Data up to Return filling, FORM-16 Prepare Sheet, Cash Flow, Petty cash manage, MIS Report etc.
 - **Designations: Account Executive – LDH AGRO FOOD PVT LTD. VADODARA, GUJARAT**
FROM 3 SEPTEMBER -2020 TO 9 AUG-2021.

Key Responsibilities: -

- All Types of Accounting (Day to Day) up to Finalization in Tally Software.
 - GST Data Reconciliation (GST 2B, GST2A, GST3B, GST9) TDS and TCS Calculated.
 - Stock Verification and Maintain Data etc....
 - Internal audit of Sub Branch, E-way bill prepares etc...
 - GST1 AND GST 3 Data collect and prepare sheet. etc...
- **Designations: Account Officer-Gujarat Homoeopathic College and Hospital, Savli –Vadodara, Gujarat, from August 2017 to 2 September 2020.**

Worked at **Gujarat Homoeopathic College and Hospital** with team 200+ persons, employee & Student to ensure smooth operation. Supporting RGSS officers in ground and at control room enhancing new skills and to coordinates with third party contract vendors was great experience.

Key Responsibilities:-

- a. Responsible for Maintain day to day books of accounts in tally
- b. Handling & Supporting team member
- c. Maintain Internal Audit

- d. Maintain journal entry sale, purchase & Exp Invoice
- e. Calculation of Monthly sale Tax/Vat, Services Tax & TDS Filling Returns,
- f. Coordination with team & third party contractor (Housekeeping, Hospitality labor)
- g. Fees collection and accounting
- h. Preparation of various reports for senior officer
- i. New Material to file records and create new records as necessary.

Key Responsibilities:-

- a. E-Filling of income Tax Return
- b. Preparation and input of month end journal Vouchers
- c. Internet Operations & E mail Handling
- d. Office work as per requirement.
- e. Documents financial transactions by entering account information.

Education:

- a. 2019 – Master of Business Administrator from ITM vocational university
- b. 2016 – M. Com from S.P. University
- c. 2013 – B. Com from M.S. University

Computer proficiency:

- a. M. S. Office, EXCEL, Tally ERP 9 , ERP Software, SAP Software & Basic knowledge of computer.

Personal Information:

Date of Birth :- **1st march, 1992**

Language Known :- **Gujarati, Hindi and English**

Marital Status :- **Married**

Hobbies :- **Social Activates**

Address :- **24, Chandranagar Society , Near Mehta Pole Mandvi
Vadodara.**

Date :

Sign :

Place : Vadodara

Jainish Shah