

AJAYKUMAR C. MALI

Contact no: +91-9712359233

E MAIL: acmali1910@gmail.com

Career objective:

- I am seeking a competitive and challenging environment where I can serve your organization and establish an enjoyable career for myself.

Academic summary:

- **M.Com** (Accounting and Taxation) from Department of business studies, Vallabh Vidhyanagar, Sardar Patel University, Vallabh Vidhyanagar, April 2017 **(74.5%)**.
-
- **B. Com** (Accounting & Auditing) from Anand Institute of Business Study, Sardar Patel University, Vallabh Vidhyanagar. **(59%)**
- **H.S.C** (Commerce) from Anand Highschool, Anand. March 2012. **(54 %)**
- **S.S.C** (G.S.H.E.B) from Anand Highschool, Anand, March 2010. **(52%)**.

Computer proficiency:

- Tally ERP (Version 9)
- SAP ERP
- MS Office (Advance Excel, Word, PowerPoint) • Basic Computer operating.
- LOUTS
- OUTLOOK

Job Work Experience:

- **Kiran Patel & company (Chartered Accountant):** (July-2018 to Sep-2018)
- **Role and Responsibility:-** • Auditing and GST data preparation.
- **BANCO PRODUCTS (INDIA) LIMITED: ACCOUNT OFFICER**
(OCT,18 to MAR,22)

- **Role and Responsibility:-**

- Book Keeping Purchase Invoices and Service Invoices.
- Booking of All Type of Freight Invoices.
- Daily Expenses booking and TADA booking.
- Ledger Clearing Monthly, Debit Note, Rectification entry.
- Quarterly stock Audit (W.I.P)
- Prepare MIS reports for Monthly and Quarterly like Pending GRN and SRN
- Vendor ledger Reconciliation, Vendor settlement
- Service and Penalty Tax Invoices prepared and GST Reconciliation.(Missing In 2A and PR) • Advances payments Prepared
- GL Scrutiny and GL rectification entry and GL Clearing.
- Import Purchase Booking. And Advance Settlement.
- Import CHA and Transporter Expenses Direct Booking.
- Domestic Capital Bill Booking (Miro).
- Stock Transfer Entry like one plant to other plant.(STO)
- HSN Code Provided to purchase Department.
- GSTR1 Prepared and filed.
- GSTR2 Prepared and upload.
- Monthly ITC working a file GSTR3B.

- **GSEC AGROTECH LIMITED :SR.EXECUTIVE OFFICER: (MAR.22 TO SEP'22)**

- Fund Planning Day to Day
- Assets Created and Deprecation Run Monthly (AFAB)
- Vendor Payment and Sale Respite
- Daily Expenses booking and TAHA Approval .
- Monthly Rent Payment
- Prepare MIS reports for Monthly and Quarterly like Pending GRN and SRN
- Domestic Capital Bill Booking (Miro)

- **FREUDENBERG GALA HOUSEHOLD PRODUCTS PVT LTD : FINANCIAL ACCOUNTANT : SEP '22 TO TILL DATE)**

- GSTR-1Prepared and GSTR-3b all Working Two Sate Gujarat and Maharashtra Individual Prepared.
- Import Accounting and Direct Exp booking
- Payment Prepared
- GL to GL Clearing
- Vendor GST Mismatch ITC Report Prepared.

Personal skill and strengths:

- I am Confident, Optimistic person with good inter-personal, good communication skill, Hard-working, Leadership Potential

Personal Detail:

Name : Ajaykumar Mali
Permanent Address : 38, Momai Krupa Society Nani Khodiyar, 100 Ft Road, Anand-388001

Date of Birth : 19/10/1994
Marital Status : Married.
Language Proficiency : Gujarati, Hindi and English.
Hobbies : Reading, Travelling & Playing cricket.
Nationality : Indian

Seminar Attended:

- UGC Sponsored National Seminar on CHANGING CORPORATE FABRIC ACCOUNTING, TAXATION AND GOVERNANCE.
- National Seminar on GOODS AND SERVICE TAX.

Achievements:

- Appointed as Fine Arts Secretary of Department of Business Studies (M.com) In 2016-17, VVN.

Declaration:

I hereby declare that the above-mentioned information is correct up to my knowledge and I bear the responsibility for the correctness of the same.

Place: ANAND

Ajay C Mali