

Jignesh Ingle

ADDRESS

DASHALAD WADI
NEAR JAY-RATNA
BUILDING,VADODARA-
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CARRIER OBJECTIVE

Looking forward to associate myself with an organization where there is opportunity to share, contribute & upgrade my knowledge for development of organization & self.

PERSONAL INFORMATION

Date of birth : 8TH SEPT 1992
Gender : Male
Nationality : Indian
Blood group : AB +
Languages known : English, Hindi, Gujarati, Marathi
Marital Status : Married
Hobbies : Like to work in free Environment, Travelling, Making new Friends

EDUCATIONAL QUALIFICATION

EXAMINATION	PERCENTAGE	PASSING YEAR	UNIVERSITY/BOARD
B.COM	45.96 %	2014	M.S.UNIVERSITY
H.S.C	58.73 %	2011	NAVJEEVAN HIGH SCHOOL
S.S.C	57.23 %	2009	NAVJEEVAN HIGH SCHOOL

COMPUTER PROFICIENCY

- Operating system : Windows XP, Windows 7 to 11
- Packages : M.S. OFFICE. Internet
- Software : Tally Prime
- Cargonet
- Shipmnts

WORK EXPERIENCE

- **As an Accountant Assistant:** 2 Years Amit Pathak (Tax Advocate)

(01-04-2014 to 31-07-2016)

Sales Tax Return Filing and Computer Operator

- **As an Accountant Assistant:** 4 Years A.L.Kanthria (Tax Advocate)

(01-08-2016 to 30-04-2021)

Purchase Bills and Sales Bills Entry, Bank Reconciliation, Cash Voucher, Bank Entries, Filing, Credit Notes, Debit Notes

GST: Every Month I prepare GST Data, Compute GST, Make Challans, Filing GSTR1 Monthly and Quarterly Returns of Our Clients

I also see pending ITCs matters.

INCOME TAX: I File Income tax Returns as Salary Returns, Business Returns and Professional Person's Returns through Software, Advance Tax

TDS: Every Month I calculate and prepare TDS sheet in excel, make Challan and End of the year we compare TDS Online.

ESIC & PF: Every month we calculate and prepare ESIC & PF data, Making challans and send to PF and labour consultant for filling Returns.

- **As Cashier and an Accountant:** Unipath Specialty Laboratory (Baroda) LLP 1 year

(01-05-2021 to 10-06-2022)

Cashier and related accounting entries.

- **As an Accounts Specialist :** Since 1 Year at JSK Shipping & Logistics (15-06-2022 to 31-07-2023)

- Sales invoice making, Purchase invoice updating, Payment releasing, Payment received updating, Bank Reconciliation, Outstanding to send customers, follow up for payments, Cash handling, USD payment process and making payments.

GST calculation, TDS calculation

YOUR'S TRULY
Jignesh Ingle

