

## **Jignesh Ingle**

### **ADDRESS**

DASHALAD WADI  
NEAR JAY RATNA BUILDING,  
VADODARA-390001  
GUJARAT.  
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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 : 8<sup>TH</sup> SEPT 1992  
Gender : Male  
Nationality : Indian  
Blood group : AB +  
Languages known : English, Hindi, Gujarati, Marathi  
Marital Status : Unmarried  
Hobbies : Like to work in free Environment, Travelling, Making new Friends

### **EDUCATIONAL QUALIFICATION**

<b>EXAMINATION</b>	<b>PERCENTAGE</b>	<b>PASSING YEAR</b>	<b>UNIVERSITY/BOARD</b>
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
- Packages : M.S. OFFICE. Internet
- Software : Tally ERP 6.6.3

## WORK EXPERIENCE

- As an Accountant Assistant: 2 years ( Sales Tax return , e-filling ) Amit Pathak (Tax Advocate)
- As an Accountant Assistant : 4 Years A.L.Kanthria (Tax Advocate)
- As An Junior Accountant : Unipath Specialty Laboratory (Baroda ) LLP 1 year
- As as accounts specialist : Since 9 Months at JSK Shipping & Logistics

**ACCOUNTS:** Purchase Bills and Sales Bills Entry, Bank Reconciliation, Cash Voucher, Bank Voucher, Filling, 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.

**CASH OPERATION:** Petty Cash, Cash Receivables, Payables.

**YOUR'S TRULY**  
**Jignesh Ingle**

