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| Name : Kalpesh R Parmar | |
| Kalpesh198643@yahoo.com | |
| Contact no: 9904219254,7016690542 | |
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| OBJECTIVE: | |
| To achieve a challenging position of -------------------------- for yours result-oriented company, where acquired  Skills and education will be utilized towards continued growth and advancement. | |
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| SUMMARY: | |
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| * Proficient with computer work like Data entry, Excel, Word, Tally (All Version), DTP etc. * Fantastic team cooperation at computer work. * Extensive experience in office administration. * Hard working with as quest and zeal to learn new work and undertake challenging tasks. | |
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| WORK EXPERIENCE | |
| * 1 . Accountant in Rudra Engineering from 19th may, 2016 to till today (6 year and 11 month) * 2. Account Assistant in Sandip Nanavati. From 1st Aug,2011 to 1 nov,2015(4 year and 4 month) * 3. Account Assistant in Jayesh Electrical Private Ltd. From 15 Dec, 2010 to 25th July,2011(7 month) * 4. Account Assistant Cum Office Administrator in M & N Enterprise from 6 Aug, 2009 to 15 Dec, 2010(1.4year) * 5. Accountant in Comp Air Treatment System Pvt Ltd. from 1st January, 2007 to 1st July, 2009. (2 .5 year) * 6. Account assistant in comp Chanakya Vidhya pith from 01. April -2006 to 25.dec,2007(8 month) | |
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| EDUCATIONAL QUALIFICATIONS: | |
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| * I have been completed my Bachelor of Commerce from M S University with 47.50 % in 2008. | |
| * I have been completed my Diploma in Management from IGNOU in 2011 with 54 % | |
| * I have been completed my HSC with 64.33 % from Gujarat Higher Secondary Education Board in 2004. | |
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| PERSONAL DETAILS : |
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| * Name Kalpesh R Parmar | | |
| * Father's Name Ramanbhai R Parmar | | |
| * Address F-110,Pushpam Temament,Opp. Yash Complex,   Gotri Baroda - 390021 | | |
| * Date of Birth 14th March,1986 | | |
| * Sex Male | | |
| * Marital Status Married | | |
| * Languages Known English,Hindi, Gujarat | | |
| * Nationality Indian | | |
| * Contact Phone Number 9904219254 | | |
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| SKILLS PROFILE: |
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| * Vat Calculation & Filing of Vat return, issue form 403 online |
| * Knowledge of preparation Vat Audit & Tax Audit. |
| * Preparation of statutory return such as Tds, Service tax, Vat etc. |
| * Handling of Regular Administration Work. |
| * handling of labour payment through daily cash and bank vouchers |
| * Maintenances of internal control system with help of Tally 9. ERP. |
| * Maintain Bank Guarantee of Supplier & GEB Board , letter of credit ,form 403,pf, service tax ,excise * Preparation of GST calculation and final return month and Preparation E way bill |
| Place : Baroda, Gujarat | |
| Date : | |
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| In view of above, I request to give an opportunity to serve your Esteemed organization in the capacity  mentioned Above for which act of kindness, I shall be very thankful to you. | |
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| (Kalpesh Parmar)  **COMPANY WISE WORK PROFILE**  A. RUDRA ENGINEEING – FROM 19 MAY 2016 TO TIL TODAY   1. Service tax - service tax return preparation and submit to service tax consultant, tds challan preparation and payment and challen – 26 q submit to consultant 2. Gst return preparation in tally and submit to consultant, monthly reconciliation gstr 3b with portal gstr 3b . 3. Hr compliance – preparation wages sheet and their documentation, 4. Pass journal entry for finalisation for balance sheet 5. Month bank reconciliation AND Payment to supplier as instruction by site. 6. ALL ENTRY PASSED IN TALLY ERP 9. 7. PASS THE ADJUSTED ENTRY INTER CO TRANSATION   **B M/S SANDIP NANAVATIO ENG & CONTRACTOR – FORM 11 AUG,2011 TO 1 NOV 2015**   1. SERVICE TAX CALCUATION AS PROJECT BILL. 2. TDS CALCUTION AS PER EXPENCE MONTH 3. BANK RECONCILATION 4. PREPERATION OF PAYMENT SHEET FOR MONTH AS PER   **C JAYESH ELETRICAL PVT LTD – FROM 15 DEC 2010 TO 25 JULY,2011**   1. TDS CHALLEN PREPARATIOPN 2. VAT CALUCATION MONTHY 3. BANK GAURANTEE PREPARATION AS PER WORK ORDER   D **M & N ENTERPRISE – FROM 6 AUG 2009 TO 15 DEC 2009**   1. PREPARTION EXPENE SHEET AND INCOME SITE VISE 2. PREPARATION OF TDS SHEET OF CONTRACOTR 3. PASS ENTRY IN TALLY   **E COM AIR TREATMENT SYSTEM PVT - FROM 1 JAN 20017 TO 1 JULY 2009**   1. PRERATION SALES INOICE OF PARTY & PURCHAES ORDER 2. VAT CALCULATION MONTH 3. TDS CHALLEN PREPARATION AND SUBMIT TO CONSULTANT 4. BANK – RECONCILATON, PAYMENT FOLLOW UP     **F CHANKYA VIDHYA PITH - FORM 06 APRIL 2006 TO 31 DEC 2007**   1. PASS THE ENTRY OF SHOOL FEES COLLLECTION IN BANK 2. COLLECTION FEES | |
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