

RESUME

HARDIK GAGLANI

**A-4/18 BAL RATNA CO-OP HSG SOCIETY, MAHESH NAGAR , S.V. ROAD GOREGAON (WEST),
MUMBAI-400062.**

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Objective

I aspire to make a significant contribution towards the organization I work in and play a major Role in its further growth and prosperity and in the process further extend my learning curve and experience.

Educational Qualification

Course	School / College / Institute	Year
L.L. B	Lords Universal College of Law Mumbai	June 2021
C.S Professional	I.C.S. I	Appearing
C.S Executive	I.C.S.I	August 2019
M.COM Part II	Prahladrai Dalmia Lions College, Mumbai.	March 2013
M.COM Part I	Prahladrai Dalmia Lions College, Mumbai.	March 2012
B.COM	M. P. V. Valia College of Commerce, Mumbai.	March 2011
H.S.C	M. P. V. Valia College of Commerce, Mumbai.	March 2008
S.S.C	Umedbhai Patel English School, Mumbai.	March 2006

**** Currently pursuing C S Professional Final***

Skill Set

Operating Systems	Windows 2000,98,Window XP,
Others	MS Office , Internet, Tally,

Work Experience

M/s PT Invent Pvt Ltd (Working as an Accountant from September 2021 to Till date)

- Handling day to day accounting entries
- Filing of GST Returns (GST1, GST 3B), Reconciliation of GST 2A with Purchase Data.
- Preparing sales invoices & the upkeep of an accurate accounts filing system

M/s Trinity Enterprises (Worked as an SeniorAccountant from June 2013 to June 2020)

- Handling day to day accounting entries
- Filing of GST Returns (GST1, GST 3B), Reconciliation of GST 2A with Purchase Data.
- Handling day to day banking transactions doing of RTGS/NEFT, making of pay orders, demand drafts, and heavy amount of cash withdrawal/deposits.
- Issuance of Bank Payments & Transfers as per instructions.
- Handling sales, purchases & stock.
- Letter drafting for Banks purposes as instructed.
- Performing Cash Reconciliation.
- Preparation of Revenue Billing AR.
- Preparing monthly salary sheets.
- Reconciliation of Debtors and Creditors.
- Preparing sales invoices & the upkeep of an accurate accounts filing system.
- Preparation and input of month end journal vouchers.
- Inputting, matching, batching and coding of invoices.
- Supervise day to day routine, operational activities and issues.

Hiren D. Shah & Co. (CA firm) (Accountant: January 2013 to June 2013)

- Assisted in Vouching part and various Audit assignments.
- Maintain cash transaction & petty cash book, preparing cash
- Entry posting of Sales, Purchase, Receipts & Payment, Contra entries, etc.
- Day to day cash & bank transactions
- Preforming Bank Reconciliation.
- Preparing financial reporting and month end close.
- Review the details provided by the managers, distribute the payments and edit the billings.
- Supervise and train the new joiners.
- Maintain salary register in MS-Excel.

Personal Information

Gender : Male.
Marital Status : Single.
Languages Known : English, Marathi, Hindi, Gujarati (Mother Tongue).
Hobbies : Playing cricket, football, listening music.
Date of Birth : 13th October, 1990.

Place: - Mumbai

Signature :-