

## CURRICULUM VITAE

**Name** : **UMESH D PAANCHAL**  
**Martial Status** : Married  
**DOB** : June 09, 1988  
**Contact Details** : 9376122540, [udpanchal09@gmail.com](mailto:udpanchal09@gmail.com)  
**Address** : A-402, Shalin Heights-1,  
 Opp. Shreenath Residency,  
 Narol Lambha Road, Narol,  
 Ahmedabad – 382405 (Gujarat)

### **EDUCATION QUALIFICATIONS:**

- **SSC (Shree Guru Nanak Khalsa Hindi High School – Ahmedabad)**  
**Second Class, Completed In 2003**
- **HSC (Sheth Chatarbhuji Lajpatrai Hindi High School – Ahmedabad)**  
**Second Class, Completed In 2005**
- **B.Com (Gujarat University) R. C. College Of Commerce ,**  
**Ahmedabad**  
**Second Class, Completed In 2008**  
**Special Subject Accounting & Auditing**

### **CURRENT EXPERIENCE IN WORK**

- Currently, Working Since **Sep-2008** In **Towertech Cooling System Pvt Ltd**

As **Sr. Executive Accounts & Export**

**Towertech Cooling System Pvt Ltd Is India's**  
**Leading Cooling Tower Designer, Manufacturer And**  
**Exporter of Industrial Cooling Tower**

**Registered Office - S G Highway, Ahmedabad,**  
**Gujarat**

## Accounting Work

- ⇒ Prepare **Sales Invoice, E Way Bill and Packing List**
- ⇒ Maintaining **Sales & Purchase Invoice Records**
- ⇒ Maintaining All Company Books of Accounting Records in **Tally.ERP9**
- ⇒ **Corresponding** with **Creditors, Debtors**, And Others Independently and Solved the Matter Accordingly
- ⇒ Being Responsible for Collect All **Payments** from All Debtors Regularly on Due Days and Being Pay All Payments on Time According the Due Days Receive
- ⇒ Maintains and Enter All **Banking Transaction** in Daily Basis.
- ⇒ **Maintains Daily Cash** Management for Company Use.
- ⇒ Calculate & Pay **TDS** For Applicable Transaction on Monthly Basis.
- ⇒ Preparation of **Salary** for All Company Employee
- ⇒ **Self-Audit** After Completion All Book of Record **Every Month**
- ⇒ Preparation of Company Directors Personal Details for IT Return
- ⇒ Reporting to Director All Works Done by Our Department and Get or Give Necessary Suggestions Regarding Improvement in Work Profile

## GST

- ⇒ Prepare Invoice and Other Documents as Per GST Law.
- ⇒ Prepare **GSTR-1** Report and File Return Online.
- ⇒ Amendment Return If Any Correction Needed by Creditors/Debtors
- ⇒ Calculate **RCM** And Paid In **GSTR-3B** If Applicable.
- ⇒ Prepare **GSTR-3B** Report and File Return Online.
- ⇒ Verify All Purchase Records With **GSTR-2** And Reconcile With ITC.
- ⇒ Communicate with Supplier and **Solve Mismatch Entry In GSTR-2.**
- ⇒ **Claim GST Refund** for Export and Other if Applicable.
- ⇒ Apply **LUT Bond** For Export Shipment
- ⇒ Export Goods With Payment of **IGST For Refund** of Excess GST Balance

## Export (Direct / Indirect)

- ⇒ Prepare **Export Shipment Documents**
- ⇒ Workout Export **Freight & Charges** for Shipment
- ⇒ Submit Export Documents to **CHA for Noting**
- ⇒ Check/**Verify BL** & Shipping Bill Draft.
- ⇒ Check Export **Duty Draw Back** and Other Export Benefits / Gov Incentives
- ⇒ Regularly Communicate with Client and **Update for Shipment Status.**
- ⇒ Getting Final Shipping Documents From CHA
- ⇒ Courier Shipping Documents To Client
- ⇒ Follow Up for **Indirect Export** Documents.
- ⇒ Handling **(MMT) Merchanting Trade Shipment.**
- ⇒ Submit Shipping Documents to Bank for **GR Release**
- ⇒ Send All Erection Related Details For Installation of Machine

## Banking

- ⇒ Communication with Bank for Routine Work
- ⇒ Submitting Documents for Bank **OD Renewal**
- ⇒ Submitting **Export Documents** for GR Release.
- ⇒ Book **Inward Remittance** for Export Shipment
- ⇒ **Apply FIRC** For Inward Remittance if Applicable.
- ⇒ Check **Online E-BRC** For All Export Inward Transaction.
- ⇒ Bank **Reconciliation**

## Other

- ⇒ Renewal **EEPC** Certificate
- ⇒ Renewal **ISO** Certificate and Complete ISO Audit
- ⇒ Renewal **GCCI** Membership
- ⇒ Apply **MEIS License** for Export Goods
- ⇒ Collect Data for **Email Marketing**

## PAST WORK EXPERIENCE

- Working As A Office / Showroom Executive From **Mar-2008 To Aug-2008** In **Poonil Wheelcare Pvt Ltd – Franchise of MRF Ltd**

- ⇒ Welcome And Shaw MRF Tyre & Tube To Wak-in Customer
- ⇒ Prepare Manually Bill For Tyre & Tubes
- ⇒ Enter All Sales, Purchase, Etc. Voucher In Tally
- ⇒ Offer Wheel Alignment And Balancing For Car
- ⇒ Preparing Job Card And Bill For Wheel Alignment And Balancing
- ⇒ Taking Stocks For Tyre & Tubes Manually
- ⇒ Checking All Purchase Inward Tyre & Tubes

- Working As Office Executive From **April-2007 To Dec-2007** In **Navbharat Holidays**

- ⇒ Welcome To Wak-in Customer
- ⇒ Attend Landline Inquiry And Reply As Per Inquiry
- ⇒ Offer To Various Type of Tours & Holiday Package
- ⇒ Book Train Ticket As Per Customer Booking

- Working As Office Assistant From **June-2006 To March-2007** In **D.H.Ramani & CO. (CA)**

- ⇒ Enter Cash And Bank Entry In Tally For IT Return
- ⇒ Bank Reconciliation
- ⇒ Adjust IT Return Data In Tally
- ⇒ Submitting Physically ITR In Department (Prepared By CA)
- ⇒ Courier All Filed ITR To Client
- ⇒ Audit Cash And Bank Voucher For CA Client

### **OTHER QUALIFICATION**

- M S office and Tally.ERP9

### **KEY SKILLS**

- Can Handle All Accounts Department and Its Works
- Can Handle and Managed Company Books of Record Easily in Tally
- Can Handle Export Department

### **ACHIEVEMENTS**

- **Best Student of NSS Team** in Year 2008
- Selected from Collage for NSS Zonal Seminar for Youth Leadership And Social Service

### **REFERENCE**

**Mr. D H Ramani**  
+91-9825346163  
[Chartered Accountant](#)  
Navrangpura, Ahmedabad  
Abad

**Prof. Kamlesh K Patel**  
+91-9099014388  
**Kamlesh Patel & Associates**  
Titanium City Centre, Satellite,

### **Salary**

- **Current Salary** - **4,94,650 Annually**
- **Expected Salary** - **5,85,000 Annually**

**Umesh D Panchal**  
**(M) +91-9376122540**