**CURRICULUM VITAE**

Personal Detail:-

Name : - Dekate Jignesh Vinayak

Address : - 3403, Vinobabhavenagar,

Nr. Vinzol Village,

Vatva G.I.D.C.

Ahmedabad-382445

Date of Birth : - 14th April 1993

Age : - 25 Year

Mobile No. : - 09328354554, 07016425085

Email ID : - [d1993jignesh@gmail.com](mailto:d1993jignesh@gmail.com), [dekatejignesh@gmail.com](mailto:dekatejignesh@gmail.com)

Nationality : - Indian

Gender : - Male

Hobbies : - Writing, Listening Music, Movies & Play Games

Language Known : - Marathi, Hindi, Gujarati & English

Education & Qualification:-

S.S.C. : Passed S.S.C. with 45% in 2009 from G.S.E.B.

H.S.C. : Passed H S.C. with 62% in 2011 from G.S.E.B. (Commerce)

B.B.A. : B.B.A. complete with Marketing & Finance from Gujarat University

* I have completed Ms Office Course from Riddhi Siddhi Computer Classis.
* I have completed Ms Office Course& Field Technician computingand Peripheralsfrom Petknolink Computer Classesunder National Skill Development Corporation.

Skills

* Ms Office (Excel, PPT, Word, Outlook)
* Easily understanding any software
* Handling Pressure
* Understanding the Accounting Concept
* Flexible Team Player
* Ability to Multitask
* Analytical Reasoning
* Strong Organization Skills
* Working proficiency in English.
* IT Knowledge
* Time management

Experience

Elite Pharma Pvt. Ltd.

I have one year experiencein Store Department as Store Keeper from Jan 2015 toDec 2016.

Responsibility:-

* Store Material.
* Used of Materials as Sheet.
* Discuss the status of material with Boss & Purchase Department.
* Inward Entry in Books and as well as Computer software.

Saii & Co Ltd

I have one year nine month experience as Accountant assistant in VAT department from Jan 2016 to Sep 2017.

Responsibility:-

* Proficient in operating accounting computer software such Sage 50 Accounting and used Excel
* Discuss the status of the client’s tax calculations and accounts with associate team leader
* Exceptional knowledge of mathematical concept, accounting and finance topics, tax code and banking principles.
* Top attention to detail and focus on making sure and information systems are kept accurate and true.

Affinity Associates Ltd

I have one year four month experience as Account Assistant from Sep 2017 to Jan 2019.

Responsibility:-

* Discuss the status of the client’s tax calculations and accounts with associate team leader.
* Discuss the all queries with Team Leader & Clients & Mail.
* Prepare UK VAT working in Excel, Sage line 50, Sageone, Xero, Kashflow& Quick Books.
* Audited financial records from previous years and the current fiscal year in order to assess the company’s recordkeeping techniques.
* Managed a new system of record keeping for employees to input all spending and record all company payments and invoices

XL KPO Services

I have 1 year experience as account assistant from Feb 2019 to Feb 2020.

* Preparation Ireland VAT working in Excel, Sageone, Sageline 50, Wave, Xero, Quickbooks, VT software.
* Full Bookkeeping Process
* Discuss the all queries with Boss and reply of Client’s mail.
* Prepare management accounts Monthly, Quarterly.

Confiance Business Solutions Ltd

I have 2 year experience as an account executive from Feb 2020 to Continue

* I have prepared VAT return of Multiple Scheme like Accrual, Cash, FRS, Point of Sales, Direct Calculation and Apportionment Scheme and update into software which use by client.
* Preparation of Year End Accounts and Management Accounts,
* Full Bookkeeping Process, (Purchase, Sales, Depreciation, Payroll Recording, HP interest book and many others.
* CIS Withheld and Suffered Preparing and update the software as accordingly,
* I have software Experience in QuickBooks Online and Desktop, Xero, Sageline 50 Desktop, Sageone Online, Free Agent, Kashflow, VT Transaction, Excel, Outlook, Word, Wave, Tally, Lloyds Business Services, Zoho and Myob.
* I have Easily understand any software for the process.

I have hereby that the information furnished above is true to the best of my Knowledge.

YoursFaithfully: -

Dekate Jignesh V.