

# Viralkumar Shah

## Accounts Executive - Deputed at Vadodara Gas Limited

Anand, Gujarat - Email me on Indeed: [indeed.com/r/Viralkumar-Shah/6c6720941279f41b](https://www.indeed.com/r/Viralkumar-Shah/6c6720941279f41b)

A competent Professional with over 8 years of extensive experience

Presently working with Mahesh Udhvani & Associates deputed work at "Vadodara Gas Limited" as Accounts Executive in Accounts Department.

- An effective communicator with good relationship management and problem solving skills.
- Well versed with Tally.ERP 4.93 latest Software, MS office (Word, Excel, Ms Assess, Power Point), C.P.I.S.M, F.A.S, INDA.

Willing to relocate: Anywhere

### WORK EXPERIENCE

#### Accounts Executive

Deputed at Vadodara Gas Limited - September 2015 to Present

Baroda

- Generate CNG Sales Invoice As per Received Joint Ticket from Concern Person.
- Payment of Excise, vat, Service Tax and TDS as per Received Data from Consultant.
- Accounting of Banking Instruments, Bank Reconciliation, Communication with the Bank
- Accounting of Purchase Invoice, Sales Invoice, Exps Voucher.

#### Deputed at Eimco Elecon Electricals Limited Executive Officer In Accounts Department

V.U.Nagar - July 2009 to August 2015

- Accounting of expense, financial charges, purchase Invoice, Supplier Payment, Supplier Proforma Invoice Payment, Supplier C.O.D Payment, Freight Payment, Payment through RTGS/NEFT.
- Supplier Debit note & Credit Note, group company reconciliation, Supplier Balance confirmation, VAT reconciliation, TDS reconciliation, Accounting of receipts from customer, collection.
- Accounting of Receipt and Payment, verifying/auditing Banking instruments, Banking reconciliation, RTGS/NEFT payment.
- Preparing TDS statement and Send to Consultant for Tds Payment, - Issued Quarterly TDS Certificate as per Received from Consultant., - Verifying T.D.S. details., - VAT Data Sending to Consultant for Vat Payment.,
- Co-ordinating with VAT Consultant for any Issue., - Depositing Professional tax every month as per rule.,
- Maintaining Excise Cenvat Credit Regiser, - Maintaining Service Tax Credit Regiser, - Depositing Service Tax for RCM as per Calculation given by Consultant, Making Service Tax Credit Setup Entry made in Tally System, Online Payment of VAT, CST, EXCISE AND SERVICE TAX

#### Accounts Assistant

Rotomag Motors & Controls Pvt Ltd - Anand, Gujarat - February 2008 to June 2009

V V Nagar, Anand

- \* Accounting of Banking Instruments, Bank Reconciliation, Communication with the Bank
- \* Confirmation of Account Statement, TDS

- \* Account Payable -Accounting of Expenses, Material Invoice, Labour Invoice, Debit Note and Credit Note
- \* Account Receivable- Accounting of Receipts, Collections, Payment Follow Up, Debit Note and Credit Note

### **Accounts Assistant**

Universal Trading Company - Anand, Gujarat - November 2006 to January 2008

V V Nagar, Anand

- \* Account Receivable- Accounting of Receipts, Collections, Payment Follow Up, Debit Note and Credit Note
- \* Accounting of Banking Instruments, Bank Reconciliation, Communication with the Bank
- \* Account Payable - Accounting of Expenses, Material Invoice, Labour Invoice, Debit Note and Credit Note

### **Assistant cum audit**

Ashwin.Shah & Company - Anand, Gujarat - May 2006 to October 2006

Accounts & Audit Anand

- \* Accounting of Banking Instruments, Bank Reconciliation, Communication with the Bank
- \* Audit of Financial Records, TDS

### **Accounting of Material Invoice, Labour Invoice, Sales Invoice**

Royal Motors - Khambhat, Gujarat - June 2004 to December 2005

Khambhat

- \* Accounting of Banking Instruments, Bank Reconciliation, Communication with the Bank
- \* Accounting of Material Invoice, Labour Invoice, Sales Invoice

### **EDUCATION**

#### **M.B.A. in Finance**

Sikkim Manipal University - Anand, Gujarat

2013 to 2014

#### **Industrial Accountant**

The Institute of Computer Accountant - Anand, Gujarat

2006 to 2007

#### **M.COM**

Gujarat University - Petlad, Gujarat

2004 to 2005

#### **B.COM**

Gujarat University - Petlad, Gujarat

2002 to 2003

#### **H.S.C**

Gujarat Secondary Education Board - Petlad, Gujarat

1999 to 2000

#### **S.S.C**

Gujarat Secondary Education Board

1997 to 1998

## ADDITIONAL INFORMATION

### Technical Skills

Window [...] 7 operating systems, Good Knowledge of Internet Technology

### Special Achievements Certificates

\* Achieved best performance "Certificate" from "Anand District Mahesule Karmchari Class-3 Mandal"

Achieved best performance "Certificate" from "Our Society", Dakor.