

## CURRICULUM VITAE

### PRASHANT S. MANDANI

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| <b>E-Mail</b> - <a href="mailto:prashantmandani22@gmail.com">prashantmandani22@gmail.com</a> | <b>D.O.B.</b> – 28 Aug. 1984       |
| <b>Contact No</b> –(M) +91 9427381434 (what 'sup no.)  | <b>Gender</b> – Male               |
|  | <b>Marital Status</b> – Married    |
| <b>Address</b> – “Jivan Vihar” 1-Vaishali nagar,<br>B/H Mahila college ,Rajkot-360005        | <b>State of Domicile</b> - Gujarat |
|  | <b>Nationality</b> – Indian        |

### *Career Objective*

Eager to utilize my learning and grasping skills for the high profile organization which contributes my best skills to the organization am seeking challenging and responsible position in the field of banking and management and contributing my best to the organization by constantly improving my level of aptitude and accounting knowledge.

### *Strength*

Sincerity and preserved are the integral part of my character, completed with sound intellect and aptitude. Very desperate for challenging work and achievements. ready to go for any kind of training and transformation to enhance my professional skills.

### *Career Highlights*

An accomplished assistant officer with a comprehensive exposure of over **1 year** in a CMS Pvt. Ltd. A Leading Security Solution Company, Rajkot.

Competent in all kind of accounting work with efficiently handling man power too. Proficient in the cross functional areas of computer basics, MS office, Tally etc. Comprehensive knowledge of excise basics related with industrial application. Pro-active team player ready to accept challenges and generate excellence.

Enhanced people management skills with a seasoned approach towards work.

I have good command over entire accounting entries and can work with Miracle, Tally, and kuber.

I have completed course Export-Import training Classes at GLOBAL EXPORT IMPORT CLASSES by Rajesh Kanani Sir.

### *Professional Portfolio*

#### **Dharti Honda (Gondal Road, Rajkot)** **Accounting Officer**

I had worked as an accountant in Dharti Automobiles for last 3 year. Am responsible for all sorts of accounting transactions, assessment of banking financial work, with control balance consolidation and Maintenance of bank statement day to day.

I have good command over entire accounting entries and can work with Miracle, Tally, and I have knowledge in software Good Command over Tally & Miracle Software.

**Apex Advertising**  
**Senior Accountant**

Was responsible for all sorts of accounting transactions, with General ledger maintains, with financial statement of account payable/receivable, Business Position in liquidity, like bank reconciliation, control balance consolidation and maintain of bank statement day to day. In the partnership firm 'apex advertising' can handle accounting work till finalization and service tax returns in the firm, As well as my personal profile of Income tax, Vat,

T.D.S and all type of work related to financial statement analysis/reconciled and taxation part as well.

**Shivera Lifestyle Pvt. Ltd.**  
**Accountant Executive (Vadodara)**

I can do final accounts and responsible for all procedures related to GST return like GSTR3B GSTR1 as well as GST makes payment online in portal detailed updated knowledge. Making of MIS report in different format & BRS for branch accounting & retail business, receivable/payable a/c maintenances with DSR update & reconciliation, also ledger analysis report & communication through email. Income tax rules. up to final Accounting.

**NEEL GREEN WOODS**  
**ACCOUNT HEAD**

Currently do as final of GST RETURN procedure for all Company and partnership firm and Rera Return work with time to time.

TDS Payment & Return work.

**Education**

Completion of B.com from Saurashtra University with 56.57% (Gujarati Medium) in the Year 2006.  
Completed M.Com with 45% in the year 2012 (English Medium) from Saurashtra University.

**Competed L.L.B Sem-4 & Perusing.**

**Area of Interest**

**Banking sector**  
**Industrial sector**

Have a keen interest to work with banking sector and if given chance promise to give the best of my knowledge and work for the up liftment and development of the bank.

**Training Accomplishment**

Successfully 8 days training completion at **Gujarat Rajya Sahakari Sangh** at Rajkot, Gujarat  
Have received certificate in computer basics, MS Office and **Accounting Tally** from **Suchak Classes** And government of India Ministry of micro, small & medium enterprises for the same. Capable of using all programmes related to Accounting like Miracle, Shri Sava Etc.

Have got certificate in Open Saurashtra Roller Skating Tournament organized by Balhaven, Rajkot from 7<sup>th</sup> to 9<sup>th</sup> Nov.'98. Talent Certificate in Folk Dance from India Theatre Olympiad on 18<sup>th</sup> Oct, 2000 organized in Cuttack, Orissa.

**Language Proficiency**

English , Gujrati , Hindi.

**Acknowledgement**

I hereby acknowledge that the information given above are true as per the best of my knowledge & I agree to submit all the concerned true copy documents whenever required

Yours Sincerely,

**Prashant S. Mandani**