**Pancholi Devendra Dahyabhai**

Experience: 33 Years

CTC - 5.00 LPA, ECTC -30%

Current Location: Vadodara (Gujarat)

Notice Period: Immediate

**Address:**

K -11, Kamla Park Society

Near Dabhoi Dashalad Bhavan,

Krishna park Lane, Ajwa-Waghodia Ring Road

VADODARA – 390 019

Gujarat (India)

E-Mail: [devpancholi1966@gmail.com](mailto:devpancholi1966@gmail.com)

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Contact: 9427353238

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| --- |
| Career Objective & Personal Skills |
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| To work with an organization where I can use my all skills and knowledge efficiently in dynamic Scenario by working with all inclusive way for the excellence of organization, society and self. Having a Good Communication skill. Ability to deal with people diplomatically. Determination and hard work which enables me to achieve the targets. Proficiency to grasp new concepts & new technologies |
| **Experience** |

**Work Experience** : **33 Years**

**Delhi Public School, Vadodara : School Working Since 16th Jan,2019 till date** as **Asst. Accounts Manager.**

* **Accounts:** Maintenance books of accounts up to finalization as per companies act, following GAAP in India. Accounting standard,. Calculation of depreciation as per companies act & income tax act, making all provision, Inventory valuation, handling statutory audit & Internal audit.. Bills receivables & bills payables. Ratio analysis, fixed asset register, controlling & supervising the daily accounting work & accounts staff.
* **Direct Tax:** Advance income tax calculation & making payment as per guidance of seniors. Details required for Income tax assessment. TDS Deduction, Working & deduction of TDS from salary, TDS payments, filing of e returns & issue of form 16 & form 16A. Income Tax audit u/s 44AB
* **Indirect Tax:** GST returns, Filing of monthly Vat returns, CST returns, C form application , VAT Audit u/s 61, Attendance with Sales tax authorities for sales tax assessments & for Issue based business audit., Monthly payments of service tax, payments as per reverse charge mechanism, Service Tax returns.
* **ROC Matters:** Co-ordination with company secretory, keeping secretarial records, arrangement of BOD quarterly meetings, AGM, filing of annual return, financial statements, obtaining compliance certificate from company secretory, (form 66), Record maintenance & compilation of other work related to ROC as per the guidance of Company Secretory.
* **Imports Exports:** Preparation of documents for Import payments, Co-ordination with CHA for clearing of goods from customs. EPCG licenses closure & dispatches’ against EPCG. Export documents preparation, ARE1, Invoice, Packing List, Rebate claim documents. DEPB License under guidance of Export Import In charge
* **MIS & Others:**  MonthlyMIS report (Profitability, current assets, current liabilities), Pay Roll, PF, ESI PT payments, Salary & wages calculation, Supervision over accounting staff, factory related work under guidance of Chartered Accountant
* **Excise:** Preparing monthly Excise Return “ER-1, RT-12 “, Credit Entry in RG-23 ‘ A ‘ & RG-23 ‘ C ‘, Goods Dispatch Note & Excise Invoice for dispatches of various types of material as an when required, Updating the Daily Stock Register (RG-1), Challan (57f4 challan),Collecting and reviewing data for yearly Excise Details (ER-4)

**Summary of Experience**

My skills and gain rich experience in the field of Sales /Purchase Accounting & Sales Tax / Income Tax Assessment & handling Tax audit Program Dealing with Government Authorities in Various Circle all over in India. Super vision over TDS, Service Tax & all over accounting procedure, control over Receivables & Payables. Managing the ledger accounts (More than 600 accounts and its supervision).Installation of Internal Control Procedure for effective supervision over Accounting & Budgeting for time to time on Oracle (ERP-R12) Program & Tally ERP 9.6 Also. Site Audit & Inspection partially. Submitting of Stock, Stock Statement and Book Debt Statement to the Bank. Preparations of details of Income Tax Hearing. TDS Procedure for Contractors, Rent, Interest, Professional, Transporters etc. Reconciliations of Banks, Debtors & Creditors, Supervision over Housekeeping, Hospitality, Manpower, Canteen facility & Activity organized by the Institute, Making Salary Process Include PF, PT & ESIC payment. Conducting Interviews & Appointment procedure, I am glad to say that I have gained all around experience in Accounts Department, Administration & Commercial having 6 Assistants to control the system of the Project Accounts & Manufacturing Accounts of the company.

**Significant Achievements:**

* Track record in managing about multiple suppliers
* Successfully completed capitalization projects.
* Implemented the Monthly Closing Process under Indian accounting standards; redesigned and upgraded the processes.
* Worked as in-charge of bill passing section.
* Managed about 450 suppliers’ bill passing and arrangement for their payments.
* Conducted GRN reconciliation for monthly closure and annual closure.
* Played a key role in the growth and management of companies with industrial capitalizations ranging from INR 750 Crores.
* Ensured completion of statutory audits of IFRS & as per local GAAP requirements.
* Improved the timeliness of month-end financial reporting & MIS reporting.
* Track records of Cash book Entries, vouching, Payments / Receipts and Reconciliation process.
* Achieving awards as incentives from the various sites while visiting and auditing successfully.
* Old Pending Vat Assessment Successfully completed for Various Companies.
* Organized Internal Audit / Statutory audit program and preparing details for Internal and Statutory Audit
* Individual Project Handling of Rajasthan, Chennai, Assam, MP of More then 1500 Crores INR.
* GST Registration & filling up the details to consultants and Filling up the returns as an when reqired.
* Checking up the Travelling bills of Various Employees and tracking up the T.A bills as per rules and regulations and limits as per gradation and designation.
* Tracking over budgeting of various projects & factories & schools.
* Making Salary Process Include PF, PT & ESIC payment.
* Supervision over Housekeeping, Hospitality, Manpower, Canteen facility & Activity organized by the Institute.
* Conducting Interviews & Appointment procedure.

**1st Aug’2017 to 15th Jan’2019**

**The Surat Vankar Sahakari Sangh Limited (Spinning Unit) Village: Dinod, Dist.: Surat**

Designation: Administrator

**13thJan’ 2012 to 31st July’17**

**IOT Anwesha Engineering & Construction Ltd, Gotri Road, Baroda (Engg. & Const. Unit.)**

Designation: Deputy Manager (Finance & Accounts)

**1st March’2010 to 12th Jan’2012**

**Newton Engineering & Chemicals Ltd, Makarpura,Baroda (Engg. & Chemical Unit.)**

Designation: Deputy Manager (Accounts & Taxation)

**1st May’2009 to 28th Feb, 2010**

**Bil Metal Industries Limited, Bhaili, Baroda (Auto parts industries of Heavy & Light Vehicles)**

Designation: Deputy Manager (Accounts & Taxation)

**1st May’ 2006 to 30th April’ 2009**

**Accord Communication Pvt. Ltd., Baroda (Manufacturers of Mobile Transmission Tower)**

Designation: Sr. Accounts Executive

**10th Oct.’1995 to 30th April, 2006**

**Pan Drugs Limited. Baroda (Manufacturers of Bulk Drugs & Pharma) Baroda**

Designation: Accounts officer

**1st Jan.’1993 to 9th Oct.’1995**

**Purvi Systems Pvt. Ltd., Baroda (Manufacturers of Plastic Granules)**

Designation: Accountant

**1st Jul’1991 to 31st Dec.’1992**

**Sarvam Hire Purchase & Housing Development (I) Ltd, Bhopal (MP) (Finance Company)**

Designation: Jr. Accountant

**1st Mar.’1988 to 30th Jun’1991**

**S. J. Parikh & Co, Baroda (Tax Consultant) – Part Time**

Designation: Accounts Assistant

**Educational Qualification:**

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| --- | --- | --- | --- |
| **Degree** | **Year Passing** | **University** | **Class** |
| **B.Com.** | **1989** | **M.S. University of Vadodara** | **II** |

**Software Skills:**

* MS Office- MS Word, MS Excel, and Internet.
* Tally 5.4 & 7.2, 9.6, ERP.
* Oracle (ERP) System, Topspin (ERP) System ( For Textile Unit),Edunext (ERP) System (for Education Sector)
* Financial Accounting –FAS System

**Certifications:**

• Diploma in Computer Education from IGCC : Dbase III Plus, Lotus -123, Window 98 & Other Computer

Related application.

• Certificate Course in spoken English organized by IOT Anwesha Engg. & Construction Limited.

**Personal Details:**

Date of birth : 02-09-1966.

Marital status : Married.

Languages Known : English, Hindi, Gujarati & Marathi.

Permanent Address : K -11, Kamlapark Society, Ajwa-Waghodia Ring Road,

VADODARA – 390 019 Gujarat (India)