

CURRICULUM VITAE

Lad Rahul Kumar Laxmanbhai
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➤ CAREER OBJECTIVE

To look for an organization which appreciates my potential and gives me a chance to show my talent, where by the organization benefits from my aptitude and education.

➤ PERSONAL DETAILS

Date of Birth : 28th December 1994
Language : Gujarati, Hindi, English
Sex : Male
Marital status : Married
Hobbies : Travelling, Music, Reading

➤ EDUCATIONAL DETAILS

Degree	School/College	Board/Uni.	Year	Percentage / Grade
S.S.C	B.B.Desai High School, Degam	G.S.E.B.	Mar-10	55.23%
H.S.C	D.E.I.Sarvajani High School, Chikhli	G.S.H.S.E.B.	Mar-12	71.71%
B.Com	E.E.L.K. Commerce College, Chikhli	VNSGU, Surat	Mar-15	CGPA 5.64
M.Com	E.E.L.K. Commerce College, Chikhli	VNSGU, Surat	Apr-17	CGPA 6.17

➤ COMPUTER PROFICIENCY

- TCS Ion, Godrej-encompass (ERP), Tally Prime Gold,
- Saibex Network, Winman Software India LLP (CA ERP),
- Word, Excel, Mathematical aptitude, Risk identification skill.

➤ WORKING EXPERIENCE

1. *As Account Executive*
BIPICO Industries (Tools) Pvt Ltd. Nandarkha-Billimora.
(25 July 2024 to Till Date)
 - GSTR1, GSTR3B Work & Entry.
 - GST ITC Matching
 - RM Purchase Invoice Entry (Local & Import)
 - Vendor Ledger Reconciliation.
 - Exchange Rate Difference – Sundry Creditors/Debtors (Import & Export)
 - ITC 04 Check
2. *As Account Executive*
East India Drums and Barrels Mfg. Ltd. Daman
(1 July 2019 to 20 July 2024)

Factory Unit: Daman, Sonipat, Karjat

Account's

- Data Entry: Expenses, Purchase, Daily Cash, Employee salary Provision (Daman Unit)
- Purchase invoice entry Approval (Daman Unit)
- Vendor Ledger Reconciliation. (All Unit)
- Inter Unit Branch Transfer Reconciliation. (All Unit)
- Monthly Costing Report. (Karjat Unit)
- UN Testing Invoice process (Daman Unit)

Finance

- Bank Receivable-Payable (All Unit)
- Bank Reconciliation (All Unit)
- Daily Cash entry Approval & Reporting to Management Team (Daman Unit)
- RXIL (Receivables Exchange of India Ltd) Working & Entry (All Unit)
- Invoice Uploaded in Vendor's Site (All Unit)

Taxation

- Monthly TDS Work, TDS Payment. (Daman, Karjat Unit)
- Quarterly Return Filing, Issue TDS Certificate. (All Unit)
- Offline TDS Notices Work (F. Y. 2020-21, 2021-22) (Daman Unit)
- TDS Online-Offline Correction (All Unit)
- Yearly TDS-TCS Reconciliation (Daman, Karjat Unit)
- Employee Salary Form 16 Issued in Traces Site (Daman, Karjat Unit)
- Year End Balance Sheet 3CD(TB) Work. (Daman, Karjat Unit)
- GSTR1 & GSTR 3B Work. (Daman Unit)
- ITC 04 Update & Return Filing

3. *As Assistant Accountant*

Agrawal Education Mandal.Daman.

(From November 2017 to November 2018)

- Working for Fees Revived
- Salary Register Maintain
- Daily Cash Book Maintain & Reporting to HO Mumbai
- Bank Payment & Receipt Entry & Banking Work
- RTGS-NETF Online & Offline Payment

4. *As Assistant Account*

Mistry Accountancy. Chikhali (Part Time Work)

(From March.2016 to February 2017)

- Working for Data Entry & Basic Accounting

➤ KEY STRENGTH

- Positive attitude
- Self-initiator
- self-motivated
- Believe in teamwork
- Punctual, Regular and sincere

➤ DECLARATION

I hereby declare that the information furnished above is true to the best of my knowledge and belief in the case of any discrepancy, I'm the person only responsible for the same.

DATE:

PLACE: Degam Gujarat.

(Rahul L. Lad)