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## MANISH D VARMA

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74, Suny park society, Near Abhishek park society, Uttiyadra road, Tarsadi, Kosamba (R.S),

Ta:-Mangrol, Dist:-Surat, Gujarat. PIN:-394120 Mob: +919601002310

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### Career Objective

“TO LEARN AND PERFORM IN A CHALLENGING ASSIGNMENT, USING MY ANALYTICAL SKILL, AND SYSTEM THINKING APPROACH WITH CONSTANT LEARNING ATTITUDE IN THE ORGANISATION.”

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### Education:

M.Com (Accountancy)	Arts & Commerce, College, Vyara.	VNSGU	2010	56%
B.Com (A/c & Auditing)	M.K College of Commerce, Bharuch.	VNSGU	2008	51%
HSC	Shree V.S Patel High School Kosamba (R.S).	GHSEB	2005	61%
SSC	Navsarjan Madhyamik Shala, Kosamba (R.S)	GSEB	2003	55%

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### Computer Skills:

- I have best knowledge of “ **CCC**” Doeacc.
  - Working Knowledge of MS Office (Excel, Word, Power Point), Lotus SmartSuite, Internet...
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### Accounting Package:

- ERP working in Oracle 10G
- Tally 9 Accounting
- Microsoft Dynamics NAV Classic & AX

## EXPERIENCE

**Present Organization: - KUSUMGAR PVT LTD Mahuvej, Kosamba  
As a post of “ Sr. EXECUTIVE ACCOUNTS ”  
Period: - 01.03.2017 to till Date**

**Previous Organization: -**

- (1) RAJASHREE POLYFIL (A Div.Of Century Enka Ltd.) Umalla.  
As a post of “ SR. ACCOUNTS ASSISTANT” Period: - 02.08.2010 to 02.04.2015**
  
- (2) ACMECHEM LTD (ISO/TS 16949:2009 & ISO 14001:2004) – Panoli.  
As a post of “ ACCOUNTS EXECUTIVE” Period: - 04.04.2015 to 28.02.2017**

**Detailed Job Profile:**

- Have worked in all the areas of accounting Viz: Accounts Payable & Receivable

**Bill Passing, Accounting & Banking**

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- Co-ordination with Stores, Purchase and Quality Assurance Departments for Bills and GRN
  - All GST Invoice Checked & Booking for Payment in System & preparing cheque.
  - Collection and attachment of GST Bills and respective GRN
  - Co-ordination with Excise & Stores Department for Import related jobs.
  - Clear Supplier's Advance with Payables,
  - Attachment and disbursal of cheques to the suppliers
  - Handling petty cash & accounting & GST related work – GSTR – 1 & GSTR – 3B.
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**TDS, TCS, INCOME TAX & PROFESSIONAL TAX**

- Helping in Proper maintenance of TDS records
  - Preparing of Computation of Employee Income Tax
  - Preparation of Professional Tax payment & return
  - All Activities related to TDS including Tax Challan, Receivable & Payable statement &
  - Finalized TDS E- return. & issuing Form 16 to party quarterly
  - Liaisoning work with Income Tax Authorities
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**Reconciliation:-**

- Bank Reconciliation & Make correction entry
- Cenvat Reconciliation
- Service Tax Reconciliation
- Vendor statement Reconciliation

**Preparation of Statuary Audit Detail:-**

**Personal Detail:-**

- Date of Birth : - 20-06-1988
- Marital Status : - Married
- Languages Known : - English, Hindi, Gujarati
- Hobbies : - Music, Sports
- Present Salary : - 6.00 Lacks p.a
- Expected Salary : - 8.00 Lacks p.a
- Notice Period : - Two Month

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**Manish Varma**  
**+91 9601002310**