

EXPOSURE



- Accounting and managing Book-keeping and monthly adjustment and reviewing journal entries.
- VAT registration, filing of VAT Returns and VAT Audit.
- GST registration, filing of GST Returns and GST Audit.
- Well acquainted with the Accounting Software TALLY, Miracle and also various VAT, GST and Income Tax Software's. (like SatVAT, Genius, Clear Tax, etc.)
- Also, knowledge of Microsoft Word, Excel, PowerPoint.
- Reviewing trial balance on monthly basis and rectifying inaccuracies through adjustments.
- Review of financial statements and finalization of audit of the Companies.
- Statutory Audit of Bank. · Statutory Audit of Trading and Manufacturing Companies, Private Ltd. Companies and Partnership Firms.
- Preparation and filing of Income Tax Returns of individuals, partnership firms, companies and trusts.
- Preparation and filing of TDS and TCS Return.

AJAY RAJVADIYA

ACCOUNTANT

PROFILE

- I am a qualified Master in Commerce (M. Com.) and also CA Intermediate (IPCC) 1st group Clear.
- I had also more than 7 years of work experience (including 3 years of Article ship Training under qualified Chartered Accountants of ICAI).
- Looking for opportunities in UAE in the field of Finance, Accounts, Taxation and Audit.
- Where I can grow in terms of knowledge, skills and attitude; and put to an effective use of my analytical abilities and

WORK EXPERIENCE

CA M. J. RAYCHURA & ASSOCIATES
(Articled Assistant)
2015 to 2018

ACTIONWARE INDIA PVT. LTD.
Senior Accountant
2018 – 2018 (9 months)

GANESH KITCHENWARE
Senior Accountant
2018 - 2020

VIKRAM VALVES PVT. LTD.
Accounts Manager
2020-2021

AP & ASSOCIATES
Owner
Continue from 2021

professional competence, so as to align mutual development of the organization and myself.

CONTACT

PHONE:

+91 99046 99499

EMAIL: ajay.rajwadiya44@gmail.com

ADDRESS

“KUBER BHUVAN”
13- BAJRANGWADI,
JAMNAGAR ROAD,
RAJKOT – 360006

LANGUAGES KNOWN

Gujarati	100%
Hindi	100%
English	100%

PERSONAL INFORMATION

Date of Birth: - 11th April 1994

Nationality: - Indian

Passport No.: - B8125703

Marital Status: - Married

EDUCATION

Bachelors of Commerce

Saurashtra University

2011 - 2014

60.00 %

Masters of Commerce

Saurashtra University

2014 - 2016

61.00 %

CA Inter 1st Group

The Institute of Chartered Accountant

2018

215 Marks

Bachelors of Law (LLB)

Saurashtra University

2020 - 2023

60.00 %

SKILLS

Accounting	100%
Income tax	100%
Goods & Service Tax	100%
Value Added Tax	80%
Software	100%