

DAXESHKUMAR GANDHI

(M.Com, B.com, Export-Import Management)



Current Location: Dubai, Discovery Garden, Building No. 14/218, Dubai, UAE.



About Me



Experience : 9 Years (Accounts)



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DOB : January 04, 1990



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Languages Known: English, Hindi, Gujarati



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Nationality : Indian



Status: Visit VISA

PROFESSIONAL SUMMARY

- A Master of commerce having 9 years of experience in the field of Accounts, Taxation, Statutory Compliances, General Ledger Reconciliation, Preparations for Balance Sheet Finalization, Banking, Letter of Credit and much more.
- Apart from Regular Finance work I have multiple work experience in MIS, Costing, Raw Material Reports and Expenses Distribution in Indirect Expenses, Direct Expenses, and Capital Expense etc.
- I have good hands-on Taxation viz. TDS, TCS, GST and also have experience of VAT. I have been working on Tax workings, payments and return filings.
- With working hands-on MIS, I am having good experience for preparing data viz. Financial, Production, Planning, Purchase, Manpower etc. and prepare MIS report to help the management in Profit Forecasting and future planning, Product Pricing, Fund allocation, Production and Planning.
- My Professional journey is full of Accounting, Taxation and Administrative experiences. Apart from Accounting and Taxation work, I have versatile work experience in Purchase, Store, Inventory Management, Fund flow, Insurance, Salary etc.



Work Experience

❖ Sayaji Packaging Pvt. Ltd. (Vadodara, Gujarat)

Sr. Accounts Officer (Plant Head Accountant)

From: 11.02.2019 to 30.11.2021

- Here I was working on Financial Reports, Fund Flow Statements, Debtor and Creditors Management, Accounting, Taxation viz. GST, TDS/TCS work, Tax Return Filings GSTR1 & 3B, GSTR2A Reconciliation, Bank Reconciliation and Invoicing.
- Statutory works viz. EPF, ESIC, TDS, GST, Professional Tax Payments and Any other Reports preparation for management.
- I also prepare analytical reports on Sales, Overhead Cost, Stock Statement, Bank Credit limit Reports and all other MIS reports required for Production, Planning, Finance and Sales.
- I was responsible for overall Accounting, Taxation and Financial matters of the company.

Previous Work Experiences

❖ Zenith Fibers Ltd. (Vadodara, Gujarat)

Position: Accounts Officer (01.02.2017 to 10.02.2019)

- My job profile include Accounting of day to day transactions, Bank Transactions, Accounts Payable & Receivable, GST, TDS, Bank Reconciliation, Forex Transactions for Payments and Receipts and forwards contract bookings, Reports Preparation for Management on Sales, Creditors, Debtors, Company Investments.

❖ **Swirl Enterprise (Vadodara, Gujarat)**

Position: Accounts & Admin Manager (21.08.2013 to 31.01.2017)

- Here my duties include Overall Accounting, Provision for Expense, Tax Saving, Project Planning, Financial planning, Sales, Purchase, Bank Transactions, Loan Documentations for real estate projects, Reports on Real Estate Transactions, Investments, Expenses, Cash flow, Prepare passionate strategy to complete operational work related to project and all other required work as per Financial Transactions of the firm.
- Complete Internal Audit and assist chartered accountant in financial Audit, working on VAT, CST, Excise & Service Tax, IT return filing.

❖ **Ashok Industries(Vadodara, Gujarat)**

Position: Asst. Accounts & Admin Manager (11.04.2012 to 20.08.2013)

- Accounting work, Purchase, Store Management, Banking Transactions, Office filings, maintain attendance and Salary Data Registers, Dispatch of Machinery, Dealing with transport agencies and Administrative work of production unit.
- In addition to financial work, I also worked on Material Packing and Dispatch, Maintain Inward – Outward Register, Stock Management and much more.



Education

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|---|--------------------------|
| • Master of Commerce
Sardar Patel University,
Gujarat, India | Mastered, April 2015 |
| • Bachelor of Commerce
The Maharaja Sayajirao University of Baroda,
Gujarat, India | Graduated, March 2012 |
| • Export Import Management
(Certificate Courses),
The Maharaja Sayajirao University of Baroda,
Gujarat, India | Certified, February 2016 |



Skills

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| • Efficient Accounting & Taxation Skills | • Good Knowledge of MS Word & Excel |
| • Excellent knowledge of Tally | • Excellent Computer Proficiency |
| • Good managerial skills | • Versatile Experience of Business Operations |

Declaration:

I affirm about my experience and expertise will work tremendously towards the growth of the organization. I am confident of my ability to work in a team, which will definitely prove as a boost to the organization. I hereby declare that the information furnished above is true to the best of my knowledge.

Daxeshkumar B. Gandhi