**CONTACT**

**VIVEK NANAVATI**



**9512219595**

CURRICULUM VITAE

**viveknanavati2009@yahoo.in**



**Personal statement**

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**C-2 , Morena Appartment, Near Hira Baugh Crossing Ambavadi ,Ahmedabad 380006.**

**I am a competent accountant person having Twenty (1998-2018) years of experience in the field of accounting. I have audited/ written accounts of**

* **Companies**
* **Firms**
* **NGO**

**WORK EXPERIENCE**

 **SKILLS**

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| **Account Assistant****All India Disaster Mitigation Institute** **Ahmedabad** | ***Feb 2014 –till date*** |

**As Accountant assistant I am responsible for:**

* **Routine Accounting Such as Accounting of Expenditure, Income, Checking Authorization of Bills, Deducting TDS on payments where applicable ,Bank Reconciliation Prepare Debit Notes, Making Statutory payments on time.**
* **Drafting Forwarding letters for Debit notes, Reimbursement of expenses, for issue of Receipts.**
* **Preparing MIS Reports like details of advance taken by staff, Details of statutory payments whether they were made on due date, Make a comparative chart of Actual expense against Budgeted expense for the month and reasons for variance.**
* **Budgeting of projects**
* **Banking work**
* **Making Invoice/Debit Notes**

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| **Accountant****Ms N Kumar Associates International Mumbai** | *Oct 20019-August 2013* |

**As Accountant I was responsible for**

* **Routine Accounting Like Maintaining Payment ,Recipt ,Journal Vouchers for the entire 32 Guest Houses ,Bank Reconciliation etc**
* **Prepare MIS report with details of exp and income received from all guest houses.**
* **Finalization of Accounts.**
* **Banking**
* **Income Tax Matter in consultation with CA**
* **Drafting of Letters in response to any queries raised by clients and all other correspondence.**
* **Applying for Tenders –I would prepare the costing in consultation with my boss, get the relevant documents ready for applying for the tender. Making Bank Guarantees for Earnest Money deposit.**

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| **Accountant** Steelite Industries Ltd | *Dec 2008–August 2009* |

As an accountant my responsibilities included:

* Preparation of Balance Sheet, Profit and Loss
* MIS Reports
* Making Invoice
* Routine Accounting
* Payment of Taxes.
* **I am proficient in Accounting work .**
* **I have knowledge of Accounting,**

**Taxation etc.**

* **Use of Tally all versions.**
* **Ms Office Word , Excell.**

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**WORK EXPERIENCE** (continued)

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| **Accountant****Peak Performance Seminars Pvt Ltd** | ***Aug 2007 to November 2008*** |

**As an accountant my responsibilities included:**

* **Preparation of Balance Sheet, Profit and Loss**
* **MIS Reports**
* **Making Invoice**
* **Routine Accounting**
* **Payment of Taxes**

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| **Audit Assistant****Chhotalal H Shah and Co ( Chartered Accountants)****Mumbai** | ***Feb 2002 to August 2007*** |

* .**Audit of Trusts – Auditing of Accounts .Preparing of Income and Expenditure account, Balance Sheet**
* **Audit of Banks- Verification of Loan folders,Fixed Asset Schedule ,Profit and Loss account, Weekly abstract,**
* **Audit of Companies –Verification of all accountsJV Vouching, Preparation of Profit and Loss ,Balance Sheet as per companies Act,**
* **Preparation of Tax Audit report**
* **Checking Depreciation Schedule per companies act**

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| **Audit Assistant****A J Shah and Co ( Chartered Accountants)****Mumbai** | ***One year*** |

* **Audit of Companies-Verification of all account (sale, Purchase ,Bank**

**checking, Bank reconciliation ,J.V Checking)**

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| **Article Clerk****Parikh and Shah ( Chartered Accountants)****Mumbai** | ***Three Years*** |

* **Verification of all account (sale, Purchase ,Bank checking, Bank**

**reconciliation ,J.V Checking)**

* **Preparing Profit and Loss account, Balance Sheet as per Companies**

**Act 1956 , and preparation of Tax Audit Reports**.

**EDUCATION**

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| **B.com****Mithibai College Mumbai** | ***1995*** |
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| **Higher Secondary Certificate (HSC)Twelth****Mithibai College Mumbai** | ***1991*** |
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| **Indian Certificate of Secondary Education****JamnabaiNarsee School ,Mumbai** | ***1989*** |
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