

RUTVIK B. PANCHAL

64/2, Sarika Society, Samrat Nagar, Isanpur, Ahmedabad, Gujarat – 382443
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Career Objective

Detail-oriented and results-driven accounting professional seeking a challenging position in finance and accounting where I can utilize my expertise in financial reporting, taxation (GST, TDS, TCS), and accounting software to contribute to organizational growth.

Professional Experience

Senior Accountant – Aditya Plastic (March 2019 – Present)

- Preparation and filing of GST returns (GSTR-1, GSTR-3B)
- Preparation of TDS and TCS reports
- Finalization of Balance Sheet and financial statements
- Preparation of cash flow statements
- Bank reconciliation statements
- Monthly stock and cash reporting
- Inventory management and stock verification
- Staff salary processing and payroll management
- Preparation of financial reports for management
- Proficient use of MS Excel, Word & PowerPoint

Junior Accountant – Hexone Pharmaceuticals (July 2017 – March 2019)

- Preparation of GST returns (GSTR-1, GSTR-3B)
- Preparation of TDS reports
- Assistance in finalization of Balance Sheet
- Invoice preparation and billing
- Cash flow management
- Staff salary calculations
- Inventory and stock management
- Worked extensively with MS Excel and Word

Education

Bachelor of Commerce (B.Com), Gujarat University (2017) – A Grade

Key Skills

- GST (GSTR-1, GSTR-3B) Compliance

- TDS & TCS Reporting
- Bank Reconciliation
- Finalization of Balance Sheet
- Financial Reporting & Cash Flow Management
- Inventory & Stock Management
- Payroll Processing
- ERP Software Knowledge
- MS Excel (Advanced), Word, PowerPoint
- Leadership, Teamwork & Communication Skills

Languages

English, Hindi, Gujarati

Personal Details

Date of Birth: 30 March 1994

Marital Status: Single

Nationality: Indian

Location: Ahmedabad, Gujarat