C – 3 Ganeshpuri Society Zadeshwar Road BHARUCH Mobile: +91 9898575462 EMAIL ID: **haresh_jambu@yahoo.com**

JAMBU HARESH D

PROFESSIONAL SUMMARY

Study prescribed by the South Gujarat University at Surat, and passed the degree of ***B. Com***. With specialization in Accounting and Auditing in the year **April, 1994.**
Study prescribed by the South Gujarat University at Surat, and passed the degree of ***M. Com***. With specialization in Cost Accounting and Industrial Management in the year **April, 1997.**
Study prescribed by the Maharaja Sayajirao University, of Vadodara **Diploma in taxation laws & practice** exam appear in the year **December, 2001.**

Presently,Consultancy

WORK EXPERIENCE:

Nilkanth Group of Industries. Ankleshwar

16th August, 2021 *to 06th December -2025*

As an Sr.Executive Accounts (Accounts & Marketing)

- Export Documentations Pre-shipment & Post shipment all companies in Group.
- Co-ordinate with CHA & Party for export Document Pre-shipment & Post Shipment.
- Bill checking received from CHA & Nominees CHA Submit in Accounts & Maintain records.
- EPC Documents & Pre to Post documents Prepare & Submit in Bank. Maintain Records.
- Sample Documents Prepare Export & Local & Courier DHL Maintain Records.
- Online RFID data uploading which is related on custom portal for the containers let export at port.
- Coordinate with CHA & Vendor for Export Documents Pre-shipment & Post shipment.
- Prepare Request letter for EPC finance & submit in Respective Banks.
- Purchase Requisition of packing Material.
- Cash Voucher payment Entry in tally System all companies.
- Pallets Label print & hand over to plant.
- Following SOP Export Documentation.
- Maintain Export Records of all companies.
- Disposal Letter to Bank for Inwards Remittance from Abroad.
- Sales order Prepare in Tally Export & Domestic All companies.
- Submission Export Documents Lodgments for Regularization in Bank. HDFC Bank, Kotak Mahindra Bank & Bank of Baroda.
- Export Payment follow-up with export party & Maintain Records.
- Quarterly Hedge detail report prepared.
- Prepare selling expenses file for Domestic & Export for MIS monthly.
- Maintain Export data Records mail to party & export documents submitted.
- Documents prepare for outward Remittance of Abroad Parties.
- PSS request from Prepare for All Companies.
- Travelling Expenses bill checked & Entry In tally System.
- Exchange rate from HDFC Bank, Kodak Mahindra Bank maintain records & Online Disposal in Bank for Inwards Remittance from Abroad.
- Ocean Freight compare Country wise Maintain Records.
- Sales Dashboard update daily Mail to Management.

- Prepare Performa Invoice for export Consignee.
- E-BRc generated from DGFT site.

  Prepaid records for REACH & star export house certificate upload in respective site.

Grasim Industries Ltd.Vilayat

27th January 2016 *to 17th July -2021*

As an Sr.Executive Accounts (Exim & DGFT)

- 15-20 containers daily facilitate Export activities which include the container RFID sealing and update for the online RFID data uploading which is related on custom portal for the containers let export at port.
- Daily update Export MIS, RFID seal using report, using advance license utilization for GST Return as well as tracking of smooth export shipment.
- Prepare MIS of merchant Exporter supply for POE tracking & submit in GST Compliance.
- Assist MEIS /Claim file & Advance License closer file preparation & Submit in DGFT dept.
- Assist Advance license Application & Prepare EODC of Advance License Submit in DGFT dept.
- Coordination with SCM dept. Dispatch dept., & CHA for routine work.
- Coordinate with CHA for timely upload the shipping bill detail in RFID Portal.
- EODC of 15 EPCG License appx.300 cr.value duty saved.
- Import Tacking BOE filling & maintain records.
- CA Certificate arranged for EODC Application for advance License & EPCG Closer.
- Correspondence with GST, Custom, for POE and Query letter submits to dept.
- Collecting of shipping bill from CHA, SEZ invoice as POE from Dispatch section on daily basis & SEZ supply export filling.
- Tracking current use Advance license of Import Material against export material.
- Routine official works as like purchase non judicial stamp/ Notary of advance license & courier to related office.
- Assist to EPCG & Advance license for EODC file & submit in DGFT office.
- Monthly Prepare EGM No. for export shipment for GST Compliance.
- New Advance License avails for Alumina Hydrate duty free Import from SEZ.
- New Project HSBP / CMS capacity expansion of existing VA will lead more export

Shipment to time allocation will manage the higher export in future.

- Handle charge of Assistant Manager (Accounts) in covid -19.

Dahej SEZ Ltd., Dahej

13th September 2012 to 6th February 2016.

As an Executive (Accounts & Administration)

- I have working with computerized accounting in ERP Tally.(9 version)
- Bill passing of as per purchase order, work order & accounting entries in tally system & noting made for approval from Authority & made payment..
- Cash voucher prepare & passing & entered in tally system.
- Creditors Ledger Scrutiny & Reconciliation of party.
- Handling Petty cash for routine Expenses & approved from Manger (Infra) & compliance with Chief Financial Officer.
- Cheque prepares for payment of parties & Cheque register prepare for payment tracking.
- Correspondence with custom office routine office work.
- Maintained weighbridge daily cash received statement, monthly bills, sent to party for dues payment.
- Issue Gate pass to all person coming in SEZ Premises & collected cash from person, Deposited in bank monthly.
- Correspondence with Head office for report sent of weighbridge, Land looser file.
- Visit bank & other government office for official work.
- Inward & outward document of parties, when given charge by manager (infra)
- Fix assets register update.
- I have prepared cash voucher file, bank payment voucher file, journal Entry voucher file for audit purpose.

Jhagadia Copper Ltd., Jhagadia

21st January 2008 to 8th August 2012.

As an Account Assistant

- I have working with computerized accounting in ERP Tally. (7.3Version)
- Bill passing of as per purchase order, work order & accounting in ERP tally.
- Working with ERP System. And GRN costing of purchase bill.
- Custom House Agent & transporter bill passing & accounting in ERP tally.
- Reimbursement of cash voucher bill passing & entered in ERP tally.
- Miscellaneous expenses bill passing & entered in ERP tally.
- Gratuity & Superannuation trust related work in ERP tally.
- Reconciliation of parties, transportation CHA and consumable.
- Monitoring and controlling of detention & demurrage ground rent and other charges.
- Co-ordination with logistics & Marketing Dept. for objection & compliance of wok order.
- Rising of debit notes to the party as per their position relating to CHA and fuel consumables.
- Preparation of creditors ageing for CHA and fuel consumable (as when required)
- Prepaid Payment statement of Transportation, CHA, fuel Consumables. And an audited form Internal Auditor.
- I prepared Monthly Provision of Transportation,CHA, fuel, consumables.
- I prepared monthly VAT reversal of IOCL and Payment Advise of fuel & consumable.
- I provide details as pre requirement of statutory Auditor & Internal Auditor.
- I prepared Bank Guarantee detail monthly.
- I prepared statement quarterly of debit balance in Creditors.
- I Prepared statement monthly of Prepaid Exp.and passed JV in books.
- Visiting banks, income tax and GST Department. as when required.
- Follow-up with Purchase and Stores Dept.for pending MRIR status.

Achievement:

I kept monthly Records of MRIR received from stores**.** I kept monthly Records of CHA Bills Export bills.

Vtrans (I) Ltd., Transport service Provider

Ankleshwar . 1st October 2007 to 15th January 2008.

As an Account Assistant

- I have working with computerized Accounting in Tally (9 version.) 5 branches of V-Trans and V-express. Monthly Tally Data send to Regional office Vapi for prepaid monthly Balancesheet.
- Daily fund positions made in excel sheet and send Regional office Vapi for payments of creditors.
- Pre-paid debit note and credit note send to Regional office Vapi for prepaid monthly Balancesheet.
- Daily Accounting entry in Viral Road lines and Vijay Motor Body works for prepaid monthly Balancesheet.
- Daily Prepare Cash flow & Fund Flow statement for daily payment.

M/s. S.S. Iyengar & Associates. Chartered Accountants, Vadodata.

1st May, 2002 to 30th September-2007.

Chartered Accountancy firm providing Taxation Consultancy, Audit Services

As an Audit Assistant

- Preparation of financial Statements of various organizations.
- Statutory Audit & Internal Audit of different organization and drafting Quarterly and Monthly Reports and submitted to management.
- I have conducted statutory audit of branches of public sector banks & co-operative banks.
- Preparation of Income Tax return & computation of total taxable income of different assesses.
- Pre Audit & post audit of Accounts, HRM, and Stores & Purchase dept.
- Conducting physical stock verification with ABC Analysis in store dept.
- Monthly Income tax deduction of employees finalized.
- Creditor review assignment & different CA Certificate verification require by management.

- Review yearly Detention & Demurrage expenses. & Advance & deposits.
- I have conducted Revenue Audit of nationalized bank.

M/s. Kishore Surti & Co., Chartered Accountants,
Ankleshwar.
As an Audit Assistant

- 9th January, 2002 to 30th April-2002.
- Chartered Accountancy firm providing Taxation Consultancy, Audit Services (nationalized and co-opprativrbank audit) & physical stock verification in store dept. in different companies.

Rajesh Manubarwala

Ankleshwar: **Tax consultant**. **4Th May 2001 to 7th January 2002**

Tax consultant firm providing Taxation Consultancy in Income tax and Sales tax Services.

As an Account Assistant

- Preparation of documentations for the Sales Tax Assessments of different companies.
- I was filling the sales Tax Returns of various assesses as per legal requirements.
- I was visit sales tax Dept for legal Compliances.

Shree Gayatri Tourist Bus Service,

Bharuch ***2nd September, 1997 to 2nd September, 2000***

As an Accountant

- Monthly Prepare bills of Luxury bus, car, and jeep Sumo put up in various companies.
- Maintain manual Accounts cash books
- Maintain manual vehicle wise General Ledger.
- Visit various companies for flow up payments.
- Monthly Visit RTO Office for tax payments.
- Visit daily nationalized bank for clearing payments.
- Daily office routine work done.

Chirag Tambedia & Co., Chartered Accountants,

Bharuch **25th December, 1992 to 24th December, 1994**

As Audit Clerk:

- I was conducting vouching & verifications of books of accounts of various organizations. Audit work in Government Organization, Partnership & Proprietary firms.
- Conducted Satutory Audit Nationalized banks.

Visit Icometax dept for for filling income tax return.

IT Skills : Excellent working Knowledge of window10, MS Office 2013, ERP System with Tally prime Gold Packages & SAP system

LANGUAGES KNOWN : English, Hindi, and Gujarati

FOCUS : Association with a result oriented organization.

Interested in Contributing for and growing with an organization offering challenging use of knowledge and experience and nurtures unending desires for excellence and self-improvement

ASSET : Aptitude for Hard Work – Dedication.

Capable of taking Responsibilities

Team player with Leadership qualities - Involvement.

PERSONAL DATA : JAMBU HARESHBHAI DHANJIBHAI

Permanent Address : C -3, Ganeshpuri Society, Near Chamunda Temple, Zadeshwar Road, Bharuch-392 011

Cell No. 9898575462 & 8320342909

Date of Birth : 11th AUGUST, 1974.

Nationality : INDIAN

Marital Status : Married

Hobby : Cricket, Reading, Traveling, Listening music & others Productive activates.

Domicile : GUJARAT