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NIKHILESH H. MEHTA

B.com,**C.A. Inter& MBA**(Mumbai)

Cell #.**092287 12216**

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Date:\_\_\_\_\_\_\_\_\_\_\_\_

To,

Ref.: Information from reliable source / publications.

SUB.: Application for the proposed post of ‘GEN. MANAGER (Finance/ Accounts)

/ MIS Executive/ INTERNAL AUDITOR/ H.O.D- Accounts.

Respected Sir / Madam,

In response to referenceand subject I seek to apply for the post of‘MANAGER (FINANCE/ ACCOUNTS)/ MIS EXE./ ASST. INTERNAL AUDITfor your Finance Department.

I submit herewith my complete BIO-DATA / CV for your kind perusal and record.

I possess at least twenty-six (26+) years of working experience in the field of accounting upto

finalisation& Balance Sheet. My total experience includes computerised-accounting for

twenty(20) years with software viz.,(i)“Tally.ERP 9A”(Rel.2.0’A’ Series),

(ii) “EX” of TCS & (iii) BSS: F1-IDEA.  
Specially, I acquired deep knowledge in Tally &Accounts with auditing.

Moreover, I have often worked directly withmanagers, directors, proprietor and other planning

cadre personnel – which has resulted in high level of understanding, which will help your

organisation to have benefit of cost-effective approach towards every task done by me.

I acquired immense experience in writing skills for better communication.

If I am given an opportunity to serve your reputed organization,I assure your goodselves

I shall devote the best of my abilities and capabilities to the workassigned to me.

I may prove to be an asset useful to the company.

Expecting your favourable response in the matter and oblige.

Thanking you,

Faithfully yours,

NIKHILESH MEHTA

Encl.: a. a.

Contd…..Pg..2/-

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Curriculum vitae (CV)

Work Experience / Knowledge since 26+ (twenty-six) years in brief :

1)Articleship (chartered accountancy):-Learnt practical Auditing and Accounting uptofinalisationwith :(a) M/s. J.K. Khanna& Co.(C.A.s), at Tardeo, Mumbai-34 (Mar.-1989 to Oct.-1991) and (b) M/s. Rajesh Desai & Co. (C.A.s) at Halar Road, Valsad (Guj.,Nov.1991 to Apr.-1992).

2) During articleship (C.A. course) audited/ inspected accounting records of multinational & multi-crorescompanies, 3- 5 Star Hotels, Air-lines, Nationalised Banks, Co-op. & Private Banks, Educational institutions, FMCGs, partnership firms, Pvt. Ltd. and Listed Companies etc.

3)Over-all experience of 26+(twenty-six+)years in accounting field and continuous improvement in personal ability towards accomplishing work by every possible systematic approach, under preferred/ able guidance, resulted in good quality work and command in the following aspects of accounting-fields with modern banking:-

* Right from beginning of any financial transaction and passing through different steps upto

Finalisation of accounts with scrutiny of A/cg ledgers,Balance-Sheet & P & L A/c either manually or computerised- recording each step properly with appropriate accounting principles.

* ACQUIRED : (**a**) basic working knowledge of Sales-Tax (VAT), Profession-Tax, Income-Tax – with

T.D.S. formalities, wherever required, Providend Funds, Excise-duty, Banking obligations, **M.I.S.**, Computer H/W, Gen.administration, **Self-correspondence** to banks, Govt., insurance Org., and

(**b**) Professional knowledge of **all Accounting and Auditing**aspects required for handling any certain (known) or uncertain situation suitablywhile in connection with different commercial organizations.

* Last but not least – keeping complete faith in organization.
* Languages Known : English, Gujarati, Marathi & Hindi fluently.

I, here, narrate my previous employers and my position-held there:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| PREVIOUS EMPLOYERS | POST HELD**(Designation)** | Periodof Work/ Service | Remuneration/ Salary P.M.  (NET 0f all Deductions) | Reasonof Leaving |
| \***H. M. TRADERS PVT. LTD.:**  AtGhatkopar, **Mumbai**- 61. Wholesale dealer of Industrial TOOLs & H/W items supply in all M.I.D.C.s | Headof ACCOUNTS Dept. | Jan.1990 to Dec.-1995 | Rs. **25,800**/-  Net p.m. (with free food, accomo. & conveyance) | Family shifted to Valsad, Guj. |
| \***COLIN HEALTHCARE LTD**.:  AtNizampura, **Vadodara**-390002, Gujarat- Mfrs. of all types of Pharamceuticals products & supply in all India- districts. | Asst. Manager - Accounts | Jan.1996 to  DEC-2013 | Rs. 32,500/-  Net p.m., till JUL-2013  (WithFree Food, Accomodation& conveyance) | Co. closed- down in NOV.-2012& shifted toOrrisa State. |

**Presently**: Working as “**Accountants Consultant**”- Since JANUARY-2014 at Mumbai/ Valsad/ Vapi / Vadodara with minimum monthly (Net) approx. remuneration/ consultancy fees of **Rs**.**45,000**/- on Contract and assignments for **Accounts/ Auditing/ TALLY (**ERP**) – A/c Software**/ **Taxation**and**Documentation** work ON CASH basis.

\***Please Note: No employment certificates are available for above- all lost in an intense misfortune.**

Contd…..Pg..3/-

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* **BASIC DATA**:
* Name (Full) : **NIKHILESH HARENDRA MEHTA**
* Date of Birth : June 10, 1968.
* Residense Addres**:** C-35, Paramhans Park Soc., Vivekanand Nagar, Opp. RailwayStn.

(East), Mograwadi, VALSAD – 396001. Gujarat State.

**Tel. 02632- 224106** / Mob. **092287 12216**.

* **E-mail**: [**nikhilesh202@gmail.com /**](mailto:nikhilesh202@gmail.com%20/)[**nikhilesh\_22@rediffmail.com**](mailto:nikhilesh_22@rediffmail.com)
* **EDUCATIONAL QUALIFICATION** :

|  |  |  |  |
| --- | --- | --- | --- |
| Particulars of Degree / Course | University / Institution | Year of Passing | Percentage / Grade |
| **S. S. C.** | Pune Education Board, **Pune**. | 1983 | 61.00 |
| **H. S. C.** | University of Bombay, **Mumbai**. | 1985 | 53.00 |
| **B. Com.** | University of Bombay, **Mumbai**. | 1988 | 55.00 |
| **M.B.A. (in Finance & Insurance)** | **Apex Institute of Management**, **Nagpu**r, Maharashtra | 2014 | A-Grade |
| **APPEARED**- 15 (fifteen) attempts for **Intermediate Examination** in (**C.A**.)Course. | Institute of Chartered Accountants of India, New Delhi | March-1989 to April -1998 | ---- |
| **ARTICLESHIP**- Three (3) Years’ Training for Chartered Accountancy (C.A.)Course-**COMPLETED** | Institute of Chartered Accountants of India, New Delhi. | March-1989 to April -1992 | ---- |
| Passed “**Eligibility Certificate Course”** for **C.A. Intermediate Exam**.  (24 Tests of 100 marks each) | Institute of Chartered Accountants of India, New Delhi. | 1990 | ---- |
| COMPUTER LITERACY / Knowledge | SELF STUDY in:  (a) Accounting Software Pkg.: viz., “TALLY”6.3/7.2/ERP9 with **Expert knowledge&**SAP(basic)  (b) Windows’ 98 & XP for: MS-Excel/ Access, MS-Word, MS-PowerPoint, MS-Outlook-Exp. of MS-Office-2003 & 2007, (c) Extensive Internet/ E-mail workings. | 1993 – to – 2014 | ---- |

* Languages Known (Read, Write & Speak): English, Gujarati, **Marathi**and Hindi.
* EXPECTED REMUNERATION: Rs. **50**,**000**/**-** (**NET** – per month- After all

deductions)

(excluding oflocal conveyance &

accommodation expenses- provided)

**Approx. C.T.C.Rs. 57,000/- p.m.**

NIKHILESH H.MEHTA

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* **Present** Address:

C-35, Paramhans Park Soc., Vivekanand Nagar, Opp. RailwayStation(East), Mograwadi, VALSAD – 396001. Gujarat State.

**Tel. 02632- 224106**.Mob. **092287 12216**.