Rohan Mehta

Accountant

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PERSONAL STATEMENT

Accountant with 4 years of experience in GST returns, TDS working, bank reconciliation, accounts payable and month-end closing for CA firm and manufacturing environments. Comfortable with Tally Prime, Zoho Books, Excel and basic SAP entries, with a careful approach to documentation and audit support.

CORE SKILLS

- GSTR-1 and GSTR-3B preparation
- Vendor reconciliation
- Debtor ageing
- Month-end close
- Ledger scrutiny
- MIS schedules

WORK EXPERIENCE

Accountant · Shivtara Components Pvt Ltd, Ahmedabad May 2023 – Present

- Prepare monthly sales, purchase and expense entries in Tally Prime for a manufacturing unit with average monthly turnover of ₹1.8 crore.
- Compile GSTR-1 and GSTR-3B data, reducing invoice mismatch follow-ups by 22% through weekly vendor and e-way bill reconciliation.
- Complete bank reconciliations for 5 current accounts within the first 4 working days of each month and flag ageing items to management.
- Support month-end closing with expense provisions, TDS working, debtor ageing and MIS schedules for finance review.

Accounts Assistant · Mehra & Associates Chartered Accountants, Ahmedabad Aug 2020 – Apr 2023

- Assisted 18 small-business clients with purchase booking, sales reconciliation, GST return preparation and ledger scrutiny.
- Prepared TDS challan workings and Form 26Q support files, maintaining due-date trackers that helped avoid late filing for assigned clients.
- Supported statutory audit fieldwork by arranging vouchers, bank statements, fixed-asset schedules and confirmation follow-ups.

EDUCATION

B.Com in Accounting and Finance · Gujarat Commerce College, Ahmedabad 2017 – 2020
Grade: 7.8 CGPA

CA Intermediate in Group I cleared · Institute of Chartered Accountants of India, Ahmedabad 2021 – 2022
Grade: Passed

CERTIFICATIONS

Tally Prime with GST · National Skill Accounting Academy Mar 2021

Advanced Excel for Finance · Skill India Training Centre Jul 2022

SKILLS

- Tally Prime
- GST returns
- TDS working
- Bank reconciliation
- Accounts payable
- Excel
- Zoho Books
- Audit support

LANGUAGES

- English · Professional
- Hindi · Fluent
- Gujarati · Native

PROJECTS

GST Reconciliation Tracker · Accounts Owner Jan 2024 – Apr 2024

Built an Excel tracker for purchase invoices, ITC follow-ups and vendor mismatch ageing.

- Reduced month-end GST mismatch review time from 2 days to 1 day for the finance team.

HOBBIES & INTERESTS

Personal finance reading, cricket scoring, spreadsheet templates

MakePerfectResume · Free

ACHIEVEMENTS

Month-end close improvement · **Shivtara Components Pvt Ltd** 2025

Helped move recurring ledger review from day 7 to day 5 through a standard checklist.