

# JYOTI N. SAVANT

Senior Accountant & Finance Professional

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## PROFESSIONAL SUMMARY

Results-oriented finance professional with 20+ years of comprehensive experience in accounting, taxation, auditing, and financial management. Proven expertise in GST compliance, TDS filing, statutory audits, bank reconciliation, and MIS reporting. Adept at liaising with government departments, managing import documentation, and delivering accurate financial statements. Strong work ethic with consistent quality delivery and positive attitude.

## CORE COMPETENCIES

GST & TDS Filing	Financial Auditing	Bank Reconciliation
Tally ERP 9 & SAP	MIS Reporting	Balance Sheet Finalization
Stock Verification	Import Documentation	Statutory Compliance
Accounts Payable/Receivable	Excise & Sales Tax	Cash Flow Management

## PROFESSIONAL EXPERIENCE

### Vinay Industries

*Accounts & Finance Executive | January 2004 Present*

- Managed end-to-end GST return filing and TDS return compliance, ensuring timely submissions and zero penalties
- Conducted internal auditing of books of accounts and finalized provisional balance sheets
- Performed comprehensive audits of sales tax, excise duty, and service tax filings
- Liaised with excise department and sales tax consultants for regulatory compliance
- Verified stock valuations and prepared stock statements for bank submissions
- Executed bank reconciliations and managed financial correspondence with banks and clients
- Verified and approved cash vouchers, purchase invoices, and travel/conveyance expenses
- Reviewed outstanding creditor payments and managed debtor collection follow-ups
- Conducted ledger scrutiny, bill passing, and maintained sales, purchase, and journal registers
- Prepared monthly MIS reports, profit & loss accounts, trial balance, and provisional balance sheets
- Managed import documentation including bill of entry, sale/purchase contracts, insurance policies, and certificates of origin
- Handled petty cash management and statutory payment filings
- Coordinated daily with bank staff, workers, and government institutions (GPCB)

## EDUCATION

**M.Com Accounting & Auditing**

M.S. University of Baroda

1994

**B.Com Accounting & Auditing**

M.S. University of Baroda

1992

**XII Commerce Stream**

H.S.C. Board

## **TECHNICAL SKILLS & CERTIFICATIONS**

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**Software:** MS Office, Tally 7.2, Tally ERP 9.2, SAP

**Certification:** Entrepreneurship Development Programme Govt. of Gujarat