

Ajit Devda

IT Support Executive

Details

Address

Surat, Gujarat
India

Phone

9016663858

Email

ajitdevda745@gmail.com

SKILLS

Tally

Accounting & Compliance

GST Filing & Returns

Financial Reporting

Budgeting & Cash Flow

MS Office

Hardware & Software Support

Network Troubleshooting

System Installation & Setup

Windows & Linux OS

Links

Portfolio:

[Ajit-Devda-Portfolio.vercel.app](#)

Github:

[www.github.com/Ajit745](#)

Linkedin:

[www.linkedin.com/in/ajit745](#)

Profile

Versatile professional skilled in accounting, GST compliance, and IT support. Experienced in financial reporting, troubleshooting systems, and ensuring regulatory compliance. Proficient in Tally ERP, MS Excel, and technical support with strong problem-solving and teamwork abilities.

EMPLOYMENT HISTORY

IT Support Executive, 5Sigma IT Private Ltd

Sep 2025 – Present  Surat,Gujarat

As an IT Support Executive, I assist customers with the installation and setup of our company's software and hardware devices. I provide technical guidance, troubleshoot issues, and ensure a smooth onboarding experience. Through remote and on-site support, I explain product functionalities, verify optimal system performance, and maintain a high level of customer satisfaction and reliability.

Accountant, Amar Tex

Jul 2024 – Present  Surat

Managed accounts payable and receivable, prepared monthly financial reports, and maintained accurate financial records. Created GST reports for audits, ensured compliance with government regulations, and assisted in budgeting and financial forecasting.

IT Support Executive, Croma, A TATA Enterprise

Apr 2022 – Mar 2023  Bardoli

Provided technical support to clients, ensuring smooth operation of IT systems. Diagnosed and resolved hardware and software issues promptly, conducted staff training on new technologies, collaborated with teams to improve service delivery, and managed IT equipment and software inventory.

EDUCATION

Vidhyadeep University-Surat, Gujarat, Computer Applications (BCA)

Jul 2024

Shree Shantaram Bhat English Medium School, Mota, Surat, Gujarat, HSC

Mar 2024  Surat

Completed My Higher Secondary Education in Commerce Field.