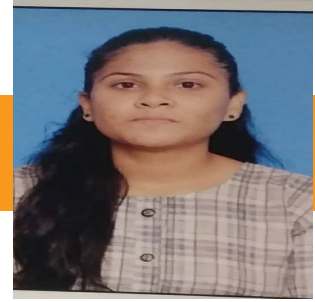


HETAL JAIN



CONTACT



8208306970



hetaljain89760@gmail.com



17-06-1999



<https://www.linkedin.com/in/hetal-jain-156b2a21a>

SKILLS

- Microsoft Excel
- Microsoft Word
- Microsoft PowerPoint
- Tally Erp 9
- GST
- Google Sheets
- Computer Knowledge
- MSCIT

ADDITIONAL INFORMATION

- ✓ Elementary and Intermediate government in School

CAREER OBJECTIVE

Highly motivated individual with computer knowledge, accounting experience, with dedication to work and capacity to perform given task. I am reliable, trustworthy and flexible individual who can learn new skills easily and execute them swiftly. Looking forward to work in a reputable and growing organisation where there is a room for applying and upgrading my skills and abilities

PARENTS INFORMATION

Fathers Name- Biharilal Jain

Mothers Name- Meena Jain

NATIONALITY

Indian

MARTIAL STATUS

Unmarried

EXPERIENCE

Hitesh Abhani and Company Assistant Accountant Data Entry and GST Filing	02-2018 - 04-2021
Perfect Electric and Hardware Stores Accountant Worked as an accountant, counter sales person and Cashier.	12-21 - 01-2023
N. X ceramics Accountant and Receptionist, Cashier Work as an accountant, cashier and make bills	05-2023 - 10-2023

EDUCATION

University of Mumbai M. com First Class	2022
Vishnu Waman Thakur Charitable Trust's Viva College of Arts, Commerce and Science- University of Mumbai Graduation CGPA-6.92	2020
Utkarsha Vidyalaya and Junior College Higher Secondary Education 73%	2017
Expert's International High School Secondary School Certificate 75.20%	2015

HOBBIES

Cycling

Drawing
Playing Sports
Listening Songs

KEY STRENGTHS

Attentive
Patient
Quick Learner
Team Oriented
Communication Skills

LANGUAGE

English
Hindi
Marathi
Marwadi

DECLARATION

I hereby certify that all the information provided above is true to the best of my knowledge

Dated:20-10-2023
Place: Mumbai
Hetal Jain