

Devang Ahir

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Seeking a challenging position in the field of finance and accounting so as to utilize my skills for organization and individual growth.

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EDUCATION

B.com in Accounting And Finance Gujarat University

06/2018 - 05/2021

AHMEDABAD, INDIA

Courses

- 5.78 CGPA

M.com in Accounting And Finance Gujarat University

08/2021 - 04/2023

AHMEDABAD, INDIA

Courses

- 6.54 CGPA

US CMA(Pursuing) Institute of Management Accountant

03/2021 - Present

WORK EXPERIENCE

Account Intern Jayantibhai Hirapara Tax Consultant

10/2018 - 03/2019

AHMEDABAD, INDIA

Jayantibhai Hirapara Tax Consultancy is an individual firm that provides accounting services.

Roles and Responsibilities

- Handle day to day accounting.
- Maintaining Sales and Purchase bills
- Assisting with research, filing, data entry, and recording and maintaining accurate and complete financial records

Account Officer KMK Venture Pvt Ltd

01/2023 - Present

Ahmedabad, India

Achievements/Tasks

- Review and prepare invoices, ensuring the accuracy and completeness of billing data and resolve billing issues, such as discrepancies or disputes, by communicating with clients
- Reconcile the accounts receivable ledger to ensure that all payments are accounted for and properly posted.
- Assist with other accounting and finance functions as needed.
- Posting AP Bills and reconciling vendor open accounts periodically
- Sending unpaid bill reports to the client weekly and sending out collection letters and demand letters to the customers as needed

SKILLS

Accounting

Microsoft Excel

Microsoft Word

Micorsoft Power Point

Social Media

Communication

LANGUAGES

ENGLISH

Professional Working Proficiency

HINDI

Full Professional Proficiency

GUJARATI

Native or Bilingual Proficiency

INTERESTS

Learning new things

Book Reading

Sports

Traveling