

## RESUME

NAME : RAKESH MUDALIYAR

ADDRESS : B – 302, SHREENAND HEIGHTS, NR – SOHAM SANIDHYA  
BUNGALOW, ADANI CIRCLE, RAMOL, AHMEDABAD – 382449

CONTACT NO : 8200515628

DATE OF BIRTH : 15/08/1997

GENDER : MALE

RELIGION : HINDU

LANGUAGES KNOWN : TAMIL, HINDI, GUJARATI, ENGLISH

NATIONALITY : INDIAN

MARITAL STATUS : UNMARRIED

COMPUTER KNOWLEDGE : TALLY ERP 9, COMPUTER BASIC, WORD, EXCEL

### EDUCATIONAL

EXAM	BOARD/UNIVE	PASSING	PERCENTAGE
S.S.C	G.S.E.B	2012	63%
H.S.C	G.H.S.E.B	2014	45%
B.COM	GUJARAT UNIVERSITY	2018	50%

### EXEPRIENCE: I HAVE TOTAL EXEPRIENCE 6 YEAR 9 MONTH

1st JOB EXEPRIENCE 1 YEAR 5 MONTH HERO FINE CORP LTD COMPANY (EXECUTIVE)

2nd JOB EXEPRIENCE 1 YEAR LANDMARK INSURANCE BROKER PVT LTD (EXECUTIVE)

3rd JOB EXEPRIENCE 4 YEAR 5 MONTH GIRNAR MARKETING (SIDDHI INFOCOM) (ACCOUNTANT)

### TALLY ENTRYS: -

(1) SALES (2) PURCHASE (3) PAYMENT (4) RECEIPT (5) CONTRA (6) JOURNAL

(7) CREDIT NOTE (8) DEBIT NOTE (9) BANK RECONCILIATION (10) CHECK ISSUEUS

(11) GST RETURN PREPARATION GST R-1, GSTR-3B (12) E WAY BILL (13) PETTY CASH HANDALING

YOUR FAITHFULLY,  
RAKESH