

CURRICULUM VITAE

MANOJKUMAR RAMDULARE RATHAUR

Mobile No: +91 9265230509

E-mail id: rathaurmanoj1135@gmail.com

❖ CAREER OBJECTIVE:

To have a dynamic career that gives me an opportunity to excel economically, professionally and practically exercising knowledge and potential in the best interests of the ever changing corporate scenario by playing a vital role for the growth and achievement of the company.

❖ ACADEMIC RECORD:

Qualification	University/Board	Year of Passing	PERCENTAGE
B.COM	GUJRAT UNIVERSITY	F.Y RUNNING	-
H.S.C.E	G.S.E.B	March-2014	81%
S.S.C.E	G.S.E.B	March-2013	78%

❖ WORK EXPERIENCE:

1) Firm : P.D GROUP TUITION
Designation : ACCOUNTANT & TUTOR.
Period : May-2015 to MAR-2022

Areas Covered:

- Working as a Bookkeeper and Preparation of Financial Statements and maintain the Balance of Payable and Receivable.
- Maintain the Bank Statement and Record and Record the Bank entry and maintain the record of Student and collect the fees of student and Make the Invoice of Fees and also maintain other relevant Document for filling GST Return and Income tax Return.
- Helping the Chartered Accountant for Filing of Income Tax Return and GST Return.
- Working as a Tutor in the classes and also conduct the examination in Classes

- Make the Weekly schedule of Lecture in the classes.

❖ **OTHER SKILLS**

- Computer Proficiency : MS Office, Tally.
- Strengths : Ambitious, Confident, Responsible and Good Team Worker
- Languages Known : Gujarati, Hindi & English

❖ **OTHER INFORMATION**

- Date of Birth : 08th October, 1996
- Hobbies : Cricket, Music and Reading
- Address : 7, FRUIT Chawl,
Near VIKRAM MILL COMPOUND,
BAPUNAGAR
Ahmedabad – 382415.

References: will be furnished upon request.

Declaration:

I hereby declare that all the information given above is true and correct to the best my knowledge and belief.

MANOJKUMAR RAMDULARE RATHAUR