

Resume

ASHOK DEVANI

“B-501 Siddhi homes
Nr,bhojal dham society
Nikol ahmedabad-382350

Ashokdevani777@gmail.com
Mob No: -8469865712

Career Objective:-

- ❖ To work in an organization that values hard work, sincerity and provides quality environment, which enriches my positive work attitude and provides me an opportunity to share ideas where my role exist.

Professional Experience:-

- ❖ Presently working in VLCC HEALTHCARE LTD works as a Corporate Accountant And Center management

Roles and Responsibility:-

- ❖ Maintain Tally 7.2, 9 ERP And Ax
- ❖ Maintaining basic accounts, book keeping
- ❖ Reconciliation of Bank statements
- ❖ Ledger entries, journal entries in Tally and Ax
- ❖ Customer relations
- ❖ Invoice entries and cross checking
- ❖ Reviewed and corrected accounting entries
- ❖ Reconciled discrepancies
- ❖ Filing and documentation
- ❖ Collected bills, checked payments
- ❖ Cash handling
- ❖ knowledge of GST
- ❖ Stock Maintain
- ❖ Manage Petty cash
- ❖ Admin Work
- ❖ Office Management
- ❖ Arrange Transportation
- ❖ Hotel booking

Professional Qualification:-

- ❖ I have completed BBA In Finance from GLS Collage Ahmedabad, Approved by Gujarat University
- **Financial Management.**
- **International Business.**

Academic Qualification:-

	Board/University	Year of Passing	PERCENTAGE
MBA	Nims University jaipur	2017	55.00%
B.B.A.	Gujarat University, Ahmedabad.	2015	59.00%
Class 12th	H.S.E.B., Gujarat.	2012	70.00%
Class 10th	G.S.E.B, Gujarat.	2010	69.00%

Technical Skills:-

- Application : - MS-Office & Internet.
- Accounting : - Tally 5.4, 7.2, 9 ERP.
- .
- .

Personal Details:-

Date of Birth : July .31. 1994
Sex : Male
Marital Status : Single
Language(s) : English, Hindi, Gujarati
Father's Name : Dhirubhai Devani
Hobbies : Listening music, web browsing, watching movie.
Extra Curricular Activity: Completed import-export courses from AMA
Ahmedabad

Date:

Place:

**Your faithfully
Ashok Devani**