

CERRICULUMN VITAE

PURVIBEN RAJENDRAKUMAR RAVAL

MEHSANA - 384002

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OBJECTIVE:

To obtain a position in Financial Management that allows me to utilize my knowledge, skill and strength in the field of Accounts & Administration with a responsible & challenging carrier in a high growth industry/Organization with professional environment and good carrier growth contribution to the industry/Organization to the best of my ability.

EDUCATIONAL QUALIFICATION:

- M. Com. From HNGU University in 2009
- B. Com. From HNGU University in 2007

SKILL & CAPABILITIES:

- Microsoft Word, Excel, Window 98, 2007 & 2010, MS office with good knowledge of internet and e mail.
- Advance Accountancy
- Accounting software - Tally 7.2, ERP 9 , PRIME and MARG Etc.
- Incmetax & Tds softwate - KITRET and GENIUS
- Taxation
Income Tax return, TDS , GST
- Auditing of all fields.

JOB EXPERIENCE

- 15 Years

PRESENT JOB

ADITYA ASSOCIATES (1)

- Working as an Accountant (2007 to present part time)

NISHA INFOCOM (2)

- Working as an Accountant (2017 to present part time)

M S INFOCOM (3)

- Working as an Accountant (2017 to present part time)

GLOBAL BIZ SERVICES (4)

- Working as an Accountant (2020 to present part time)

MAHADEV ENTERPRISE (5)

- Working as an Accountant (2021 to present part time)

JOB RESPONSIBILITIES:

- Maintaining day to day transaction of Companies/Firms.
- Verification & maintenance of Accounts Receivable & Accounts Payable.
- Writing books of accounts(Journal Entry & Book keeping).
- Preparing Financial Statements Balance Sheet and Profit & Loss account.
- Hard working knowledge of Tally 7.2, ERP 9 and Prime , Income Tax Return, Tds Return, Gst Return etc.
- Stock account ledger
- TDS deduction from all sections.
- Sales & Purchase register & bills passing, e way bill, e invoice
- Income Tax calculation, Income Tax returns of all categories.
- Deposit of GST Chalan.
- Deposit of TDS Chalan.
- Deposit of Income Tax Chalan.
- Tax Audit & Internal Audit

PERSONAL DATA:

- Father's Name : Rajendrakumar Raval
- Date of Birth : 27th Feb 1986
- Marital Status : Single
- Nationality : Indian
- Language known : English, Hindi and Gujarati

(Purvi Raval)