

Resume

SEJAL P RAMI

B-17, Mansarovar Township

I.O.C Road, Chandkheda,

Ahmedabad, 382424.

Mob : 8735900103

CAREER OBJECTIVE

To make positive contribution as part of your dynamic and well reputed organization in a position where my abilities, technical, management, decision making and communication skills will be utilized and enhanced.

ACADEMIC BACKGROUND:

Sr. No.	Institute	Degree	University/Board	Year of Passing	% obtained
1	External	M.Com	Gujarat University	April 2017	55.00%
2	M.C.Shah Commerce Collage	B. Com	Gujarat University	April 2015	65.00%
3	Institute of Chartered Accountants of India	IPCC	Institute of Chartered Accountants of India	--	Not Cleared
4	Parimal High School	H.S.C	Gujarat Board	April 2012	78.00%
5	Sharda Vidya Mandir	S.S.C	Gujarat Board	March 2010	79.00%

INTERSHIP & PROJECTS:

Project 1. Information Technology Training

Time: 1 Month

Venue: Ahmedabad Branch of the Institute of Chartered Accountants of India

Project 2. Orientation Training

Time: 7 days

Venue: Ahmedabad Branch of the Institute of Chartered Accountants of India

TECHNICAL SKILLS:

COMPUTER: Well-known with Tally ERP 9, GST, Microsoft office, excel, and Internet etc.

PERSONAL DETAILS:

Name : Sejal Prakashbhai Rami

Date of Birth : 12th August 1995

Gender : Female

Marital Status : Unmarried

Nationality : Indian

Languages Known : English, Hindi & Gujarati

Permanent Address : B-17, Mansarovar Township, I.O.C Road,
Chandkheda, Ahmedabad-382424

Mobile No : + 91 8735900103

WORK EXPERIENCE:

- Currently, I am working in Fincare Small Finance Bank as a Officer in Finance & Accounts departments since march 2018
- I have been working in Tarang Shah & Co., A Chartered Accountant Firm for 1.2 year.
- I have worked in Arpan Hospital in Account department for 1 year.

EXPERIENCE SUMMARY:

During my Work, I have gained exposure on Accounting and Auditing, GST, Taxation and Finance etc

- **GST:** Preparing GST return and Registration of GST
- **Accounting:** Very well know with Accounting software Tally ERP 9
- **Auditing:** Handled Tax Audit of Proprietorship Firm, Partnership Firms and Private Limited Companies which included preparation & finalization of Tax Audit Reports under section 44AB of Income Tax Act, 1961 and Company Audit Reports under Company Act, 2013
- **Taxation:** Preparing computation of income & income tax return using Tax base software.
- **Finance:** Preparing CMA(Credit Monitoring Arrangement) Project Report and other relevant form.

I hereby declare that the above mentioned particulars are true to the best of my knowledge and belief.

Place: Ahmedabad
Date :

Sejal Rami