




RUSHALI PRITESH KUMAR JAIN

Accountant

 Rushalijain804@gmail.com

 7405245214

 A/16karnmuktevar
Apartment
Near Vanijyabhavan
Opp.Diwan Ballubhai
School, Ahmedabad

TECHNICAL SKILLS

Good computer knowledge.
Knowledge of Tally ERP 9.0 &
Tally prime. Good Knowledge
of Genius software,SCI
software. Extensive
knowledge on Internet & most
tools of Excel, word, power
point etc.



CAREER OBJECTIVE

To work in learning and challenging environment, utilizing my skill and knowledge to be the best of my abilities and contribute positively to my personal goal as well as growth of organization.



EDUCATION

Shree Durga high school

SSC
77%
2013-14

Jay somnath high school

HSC
75%
2015-16

JG commerce college

B.COM
71%
2019

Lokmany commerce College

M.com
77%
2021



EXPERIENCE

Osia Hyper Retail Mart

Accountant

1 April 2019 - 30 Nov 2020

Accounting work with Tally ERP 9 & Tally prime.
Supervision of day to day accounting for account payable & Receivable.

Day to day bankentries,sale,purchase,and journal entries.

Maintaining journal ledger And credit & Debit notes.

Create Invoices in Tally and Excel.

Good Typing skills at formal letters & Mail.

Generate report from software and reporting to CFO for the same.

Rhythm Business Advisory Pvt Ltd

Accountant

1 Dec 2020 - Till Date

Day to day accounting work and book keeping.

Handling accounting payable & Receivable.

Preparation & filling of GST & TDS Returns data.

Preparation & filling of income tax Returns data.

Internal Audit for Clients Books of Account at Client place.

Day to day bank entries & bank reconciliation.
Good Typing skills at formal letters & Mail.
Good knowledge in advance Excel & Microsoft office.
Handling of petty cash.
Prepare Any Other Report As Per Requirement of Management.



DECLARATION

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



PERSONAL PROFILE

Date of Birth : 22/07/1999

Marital Status : single

Nationality : Indian

Known Languages : English gujarati hindi

Hobby : Singing Dancing Reading travelling

Gender : female

Personal Skills : Interacting with Different people. I like teamwork. Always learning a new work. Positive Attitude. Strong interpersonal skills.