

Charmi Parth Shah

8, Ratnagar Society,
Near Padmanagar Society,
Highway, Sabarmati,
Ahmedabad-380005

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CAREER OBJECTIVE:

Intend to work in an organization that gives me an opportunity to showcase my capabilities and knowledge which can be utilized for organization's growth as well as personal and professional growth.

EDUCATION QUALIFICATION:

- Diploma In Taxation Laws & Practice (January 2019) Maneklal Nanavati Law College
- Master Of Commerce (April 2017) Gujarat University - External
- Bachelor Of Commerce (april 2015) Gujarat University – H. A. College of Commerce

PROFESSIONAL SKILLS:

- GST
- Accounting software- TALLY & SAP
- Proficient with Microsoft word, Excel and Powerpoint

STRENGTHS:

- A highly motivated individual who is always willing to put that extra bit of efforts into my any assignment.
- Ability to concentrate for long period of time , willingness to confront difficult problems and the will to perform under pressure.

WORK EXPERIENCE:

- **Rajiv I. Ravani & Co. Chartered Accountants**
(March2020 To Sep2021)
[GST Return Filing , GST Audit , GST Refund , Tax Audit, Account Writing]

- **Ishan Netsol Pvt. Ltd.**
Senior Executive Finance (Jan2020 To Feb2020)

- **Sadbhav Engineering Ltd.**
Taxation Assistant (June2017 To Dec2019)
[GST Related all kind of Work]

- **Aquatics** (Sep.2015 To Jan. 2017)
 - Fund Management
 - Preparing sales invoices & the upkeep of an accurate accounts filing system.
 - Maintain day to day books of Accounts in Tally.
 - Maintain Bank Reconciliation Statement and Reconciliation of Debtors & Creditors.
 - Maintain Internal Audit : Store And Accounts Book.
 - Maintain all Journal Entry like sales , Purchase & Expenses
 - Maintain Petty cash
 - Prepare reports on accounts payable and account receivable

PERSONAL INFORMATION:

- Date of Birth : 03-03-1995
- Gender : Female
- Languages Known: Gujarati,Hindi & English
- Marital Status : Married

I hereby declare that the particulars furnished here are true, correct and best of my knowledge and belief. I am ready to furnished testimonial as and when required.

Date:

Place

(Charmi Shah)