KINNARI KAPADI

B-4 Nakoda Darshan App,

Opp Ghosa Society, Nr Jay Ambe Nagar,

Thaltej, M. NO. 8905118539

Ahmedabad - 54 EMAIL:

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**Objective.**

To Get a Skill oriented Challengeable Position in your Organization.

**Experience.**

**1. Organization. Infinium Toyota.**

**Designation. Accountant**

**Period.** From 1ST JUN, 2007 TO Till Date.

**Location.** *Gandhinagar Sarkhej Highway*, Ahmedabad.

**Company -**

**Profile.** This company is involved in the business of Toyota Vehicles and also provides services for the same. It is having the dealer ship of Toyota Vehicles.

**Responsibility - > Controlling Of Routing Activity Of Account Like Cash, Bank,Out Standing ,Sales Purchase Taking Reporting Form Cashier, Accounting Staff**

**>Updating Monthly Data Base Of Employee, Preparation Of Salary Of More Than 15 lac**

**> Helping To Chartered Account & Auditing Of Statutory Compliances With Various Govt Bodies**

**> Preparation Of Data Of Statutory Liabilities Monthly Basis Like Vat,Tds ,Service Tax P.F Etc**

**> Taking Care Of Insurance Department Like Preparation Of Data For Customer Follow up,Issueing Debit notes & Reconcile it Reporting To Director**

**> Proving Analytical Reports Like Profitability Per Vehicle,Matrics Data Related To Car, Collection Reports Analysis,**

**>Preparing Data Of Monthly Stock**

**>Preparion Of claim, Putting it ot present co & Reconcile it**

**> Preparation on Month Income Expense Statement It Reporting To director**

**>Branch Account Preparion & Reconcile It Also**

**2. Organization. DEEP PHARMACUTICULS LTD.**

**Designation. Office Cleark**

**Period.** From 1-MAY-2004 to 25-JUN-2006

**Location. Near Khedut sabha, Dholka**

**Company -**

**Profile.** This Company is Authorized to Maintain of billing A/c , Salary of Employees & another Activity

3. **Organization. SHRIJEE JEWELLERS**

**Designation. SALESOFFICER CUM OFFICE CLEARK**

**Period.** From 1-JULY-2006 TO 15-JAN-2007

**Location. MENABEN TOWER, DHOLKA**

**Showroom**

**Profile.** This Company is Authorized to Maintain of billing A/c , Selling of Jewelry etc.

4. **Organization. HUSENI (ACCOUNTANCY)**

**Designation. OFFICE ASST**

**Period.** From 1 Feb-2007 To 30- May-2007

**Location. MENABEN TOWER, DHOLKA**

**Office**

**Profile.** This Company is Authorized to Maintain of billing A/c, Writing about

99 accounts in tally software.

**Education qualification:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| SR.NO | QUALIFICATION | MARK OBTAINED | PASSING YEA | UNIVERSITY  BOARD |
| 1 | S.S.C | 73% | 2002 | GSEB |
| 2 | H.S.C | 67% | 2004 | GSEB |
| 3 | B.COM | 66% | 2007 | Gujarat Uni |

**Achievement:**

**I Have Join this organization As A Office Asst. with A Salary Of Rs. 6000/- and today with my loyalty and hard working I have promoted as Office Asst.-Administration**

**Personal Information**

**Date Of Birth :** 27-jun-1987

**Age :** 25

**Sex :** Female

**Religion :** Hindu (Vaishanav)

**Nationality :** Indian.

**Marital Status : Married**

**Present Salary**  : 15000/-

**Hobby :** Traveling, reading, writing

**Proficiency**

**In Language Writing Reading Speaking**

**Gujarati** Good Good Good

**Hindi** Good Good Good

**English** Good Good Good