**CURRICULUM VITAE**

# Mohit Parmar Accountant

35, Somnathnagar Society, Vastral, Ahmedabad - 382418|

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**Job Description**

An accountant is responsible for the examining, analyzing, and preparing financial records and statements for an organization. They often provide input and advice on financial matters including those systems used to track and record costs and expenses.

**Professional Experience**

Currently working: I am working as an accountant at “Maniratna Steel” Managing all account related matters from 15th October 2020

**Primary Responsibilities**

* Prepare invoice process in tally
* Managing account payable and receivable
* Bank reconciliation
* Make data for GST return (Monthly & Quarterly)
* Co-ordinate with CA for all account matters

# Academic Qualification

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| **QUALIFICATION** | **PASSING YEAR** | **BOARD / UNIVERSITY** | **PERCENTAGE / CLASS** |
| SSC | 2018 | GSEB | 92 % |
| HSC | 2020 | GHSEB | 83 % |
| B.COM | RUNNING ( 3rd YEAR ) | GUJARAT UNI. | - |

* Basic Computer and Other Skill Set
* Accounting Software: Tally Prime 2.0
* Operating Systems: Windows XP / 7 / 8 / 8.1 / 10
* Basic Application: Microsoft Word & Microsoft Excel
* Email Access Apps: Gmail
* Language Known: Gujarati, Hindi, English

# Declaration

All the information mentioned in the resume are correct to the best of my knowledge and believe.

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_