CURRICULUM VITAE

**Ravi R. Kotak**

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Ahmedabad 380005

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**OBJECTIVE:**

To succeed in an environment of growth and excellence and earn a job which provides me job satisfaction and self development and help me achieve personal as well as organizational goals.

**EXPERIENCE:**

Working as article assistant at Akhilkumar A. Thakkar & Co. Chartered Accountant for 3 years & 1 month. ( From 30 August 2012 to 30 September 2015)

**JOB PROFILE:**

* Preparing and filing income tax, vat, service tax returns and have sound knowledge about account and tax laws & tax planning.
* I was managing team of three juniors also was responsible to look after their training and there problem solving part.

**EDUCATION QUALIFICATION:**

* Perusing Chartered Accountant.
* Master of commerce (M.Com from GU): 57.07%
* Bachelor of commerce (B.Com from GU): 64.22%
* 12th grade(GHSEB) : 61.71%
* 10th grade(GSEB): 67%

**COMPUTER SKILL:**

* MS Office
* Tally
* Income Tax Return Filing Software

**PERSONAL PROFILE:**

Name : Ravi Rajnikant Kotak

Gender : Male

Date of Birth : 09 July, 1991

Age : 24

Marital Status : Unmarried

Father’s name : Mr. Rajnikant T. Kotak

Occupation : Businessman

Languages Known : Gujrati, Hindi, English

Hobby : Listening Songs, Playing cricket

Nationality : Indian

**REFERENCE:**

**Mr. Akhil A Thakkar**

Proprietor

Akhilkumar A Thakkar & Co

Income tax

Ahmedabad

M -+91 9825207701

I hereby declare that the information furnished above is true to the best of my knowledge.

Yours Sincerely,

(Ravi Kotak)