**MANUSH SHAH**

8/6, Gurjar Flats,

Bhimjipura, Nava Vadaj,

Ahmedabad - 380013

**Mobile: +91 - 9327707956**

*E-Mail****:*** manushms99@gmail.com

***Aiming for career enrichment in the field of Banking/Assets/Finance***

**CAREER OBJECTIVE**

“I seek a challenging assignment in organization that will utilize my knowledge and experience. My aim is to contribute to the objective of the organization and to grow with it. Having an experience in the fields of competition I can be sure of my commitments towards the Company which will endeavour far most in achieving goals.”

**EDUCATIONAL QUALIFICATION**

| **Qualification** | **Board/**  **University** | **Medium** | **Year** | **%/CGPA** |
| --- | --- | --- | --- | --- |
| B. Com | Gujarat  University | English | 2020 | 60% |
| H.S.C. | GSEB | Gujarati | 2017 | 60% |
| S.S.C | GSEB | Gujarati | 2015 | 62% |

**ATTRIBUTES/ ABILITIES**

Excellent interpersonal and communication skills, Self- motivated, methodical and process driven A team player, continuous learner and proactive Independent and willing to take the initiative

**STRENGTH**

• Positive attitude, hardworking and ability to work under

pressure

• Self - motivated

• Ability to reach goals

• Leadership quality

• Strong belief in teamwork

**WORK EXPERIENCE**

1. Working with Color Merchant Co.Op. Bank as a Clerk from Sep ‘21 to till date

**Job Profile**

1. Inward and Outward clearing
2. RTGS and NEFT reports
3. Handling NPCI
4. Call money
5. Handling walkins customer and resolve their query and help them for smooth banking functioning

2. Worked with K.N.A LLP as accountant from Oct ‘20 to Aug ‘21

**Job Profile**

1. Handled all GST related work for clients
2. Filed ITR returns for Salaried and self employed clients
3. Handled all banking work for firm

**TECHNICAL SKILL**

DOS, Windows, MS-Office (Word, Excel, Access, PowerPoint), Internet, Tally ERP 9

**PERSONAL DETAIL**

Father’s Name-Mr. Sunilbhai J Shah

Marital Status **:** Unmarried

DOB-24th January 2000

Languages Known **:** English, Hindi, Gujarati

Hobbies **:** Reading books, Singing, Playing Cricket