**URVI MAHIDA**

Address            :  PLOT NO. 32, KRISHNA PARK SOCILTY,

  :  SURVEY NO 14/7, ANTARJAL, ADIPUR,

: KUTCH – 370205, GUJARAT, INDIA.

Email                :  urvi2304@gmail.com

Phone no          : 9099969181

**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.

**Career Highlights**

         FINANCIAL ANALYST

         ACCOUNTS MANAGER

**Academic Qualification**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Standard** | **Board/University** | **Year** | **Specialization** | **Percent** |
| B.COM | KUTCH UNIVERSITY. KUTCH , GUJARAT. | 2005 | commerce | 59% |
| 12TH | H.S.E BOARD | 2002 | commerce | 67% |
| 10TH | S.S.C BOARD | 2000 |  | 58% |

**Work Experience**

Worked as an Accountant Trainee in De Tox Corporation an Environment Audit & Consultancy in Gandhidham. ( Aug 2005 to April 2007)

Worked as anAccountant in havells Gallaxy in Gandhidham.

(May 2007 to Dec 2010)

Currently Working as anAccount Manager in Oceanic Dolphin Group in Gandhidham.

                                                      (Jan 2011 )

**Work Exposure**

* Reporting to the Executive Director.
* Handling Office Petty Cash for Daily Transaction.
* Handling Purchase & Sales Accounting.
* Handling Entertainment Tax. (GST & TDS)
* Reconciliation of Daily Sales Report.
* Reconciliation Of Debtor & Creditors.
* Making & Issuing Monthly Employee Salary.
* Handling Bank Reconciliation & Vendor Reconciliation.
* Booking Day Wise Sales Entry.
* Analyzing & Control Over Unwanted Expenses.
* Maintain and control of purchase Account.

**Key Skills:**

* Smart working, ability to get along well with people
* Good analytical Skill and positive attitude.
* Excellent interpersonal and communication skills.
* Self – motivated and methodical.
* Tenacious, independent and willing to take the initiative

**Computer Proficiency**

* DOS, Windows, MS-Office (Word,Excel and PowerPoint)
* Tally 9. ERP Accounting Software With TDS, Service Tax And GST.
* Good Working Knowledge of Internet.

**Personal profile**

Date of Birth                         : 23rd April 1985

Husband Occupation            : Job Business

Marital Status                      : Married

Hobbies                                 : Listening soft music, Plying Cricket and Badminton.

Languages Known                : English, Hindi and Gujarati

I Hereby declare that the above information is true to the best of my knowledge

**Place : Yours Faithfully**

**Date:**