**CURRICULUM VITAE**

**Jivti karavadra**

New Umang E-5 , **Mobile No.: +919723834491**

OPP: Madhavbag, **Email:jivti.karavadra@gmail.com**

Nirnaynagar,

Ahmedabad:380015

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| **Carrer Objective** |

To optimally utilize the present abilities, expertise and knowledge in the organization, so as to enable the organization achieve its goals and at the same time capture opportunities for constant learning and career development.

**Computer Proficiency**

**Data Base Systems:** MS-Access .VB,FoxPro

**Languages:** C, C++

**Software Knowledge:** MS-Office, Tally ERP 9

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| **Current Company** | |
| Organization: | Onyx Autotech Pvt Ltd.(BMS Automation, Medical) |
| Responsibilities: | * Sales and Purchase Entry. * Payment Receipt Entry * Journal Voucher * Create Credit note and Debit note * Stock Management * All kind of voucher entry * TDS Calculation and entry * VAT and CST report * Service tax entry * All Type of TAX calculation and filling * Daily report for customers * Reconciliation * Create Cheque in tally * Customer handling * Finalization of Balance Sheets |
| Technology: | MS-Office, Tally-9 |
| Role: | Accountant |
| Date of Joining | 2 Fab 2015 |

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| **Previous Company** | |
| Organization: | Raghuleela Infrastructures Pvt Ltd.(Property Developer and Building Construction) |
| Responsibilities: | * Sales and Purchase Entry. * Stock Management * Payment Receipt Entry * All kind of voucher entry * Tds Calculation and entry * Service tax entry * Daily report for customers * Reconciliation * Create cheque in tally |
| Technology: | MS-Office, Tally-9 |
| Role: | Junior Accountant |
| Date of Joining | 14 Aug 2012 |
| Date of leaving | 10 May 2014 |

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| **Previous Company** | |
| Organization: | Reena Organics (Color Distributor) |
| Responsibilities: | * Voucher Entry. * Stock Management * Sales and Purchase Entry. |
| Technology: | MS-Office, Tally-9 |
| Role: | Office Coordinator |
| Date of Joining | 10 Mar 2010 |
| Date of leaving | 08 Aug 2012 |

### **Academic Profile**

**Institute**: Saurashtra University.

**Graduation:** B.com

**Post Graduation:** M.Com. In the year 2010

**Strength**

* Detail oriented multitasking with extensive organization skills, able to work independently
* Ability to work to tight deadlines while maintaining output quality
* The ability to interact on the phone with customers

**Personal Information**

Name: Jivti karavadra

Father’s Name: Shri Karavadra Savadasbhai

Date of Birth: 7th July 1986

Permanent Address: S/o- Shri Savadasbahi nathubahi,

Near GarbiChock Via:Bagavadar

Dist: Porbandar

Pin-360575

Mobile: +919723834491

Marital Status: Single

Nationality: Indian

# **Hobbies**

Reading Books, Computer, Surfing on internet.

**About Myself**

I am confident enough about my work area in this field. I hereby declare that the information mentioned above is correct to the best of my knowledge.

Date:

(Jivti karavadra)

Place:

(jivti.karavadra@gmail.com)