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| KRITESH RANCHHODBHAI JAYSWAL | |
| **🖃**13,Elorapark Society,NearVimayojan Hospital  Opp,Gaytri Temple,  Kalol – 382721  Gujarat, India. | **🖁:** +91 - 8347430570(M)  +91 -9624960955(M)  **🖳 : E-mail :**  kriteshjayswal@gmail.com |

**CAREER OBJECTIVES**

To obtain a position that will enable me to use my communication skills, educational background, and ability to work well with people.

**ACEDEMIC CREDENTIALS**

**Master of Business Administration (MBA) (Finance)**

Institution : Gandhinagar Institute of Technology (GIT-MBA),Gandhinagar

University : Gujarat Technological University

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| --- | --- | --- |
| **Year** | **Semester** | **Marks (%)** |
| Second Year  (2013-14) | 4th | 7.38 CPI |
| 3rd | 6.67 CPI |
| First Year  (2012-13) | 2nd | 6.93CPI |
| 1st | 7.00 CPI |

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| **Degree** | **University / Board** | **Name of Institute** | **Year** | **Marks (**%) |
| B.com | Gujarat University | Govt. Commerce College,  Gandhinagar | 2012 | 58.00% |
| 12th  Commerce | G.S.H.E.B. | Vakharia P.J .High School, Kalol | 2009 | 64.43% |
| 10th | G.S.H.E.B. | Caravan School,  Kalol | 2007 | 62.62% |

**COMPREHENSIVE PROJECT (CP)**

**PROJECT Title: -**AWARNESS OF **NEFT/RTGS** SYSTEM

**Industry: -Banking**

**INDUSTRIAL TOUR**

I have visited following industries:

* Times of India & Radio Mirchi 98.3 FM at Ahmedabad, Gujarat in 2012.
* WaghBakri Tea ltd. At Dholaka ,Gujarat in 2012

**IT KNOWLEDGE BASE**

Can work on operating systems like,window 7 and software like MS-Office (Word, Excel, and Power point) **Tally.erp9**. I have also got proficiency in Internet operation including surfing and downloading from net.

**EXPERIENCE**

I was worked with **Ravish Print Pack Pvt Ltd (chhatral)** as an **Accountant Assistant** from Feb 2015 toMay16.and I was worked with **AmitronTubularsPvt Ltd (Kadi)**as an Accountant Assistant from Jun 2016 to Nov 18.Currently I am working with **Suzuki Motors Gujarat Pvt Ltd** as a Finance Executive from Nov 18 to till date.

**JOB PROFILE**

* **E-Invoice** Generation
* **E-Waybill** Generation
* Data Preparationfor **GSTR-01**, **GSTR-3B** and make tax payment
* Purchase Invoice Booking
* Reconcilitaion with Purchase Register and GSTR 2A&2B
* Payment and Receipt Entry
* Bank Reconciliation
* Debtors and Creditors Ledger Reconciliation
* Day to Day Accounting Entries
* BOE Entry Booking in System
* All Banking Transaction
* Cash Flow Preparation
* Data Preparation for TDS Return
* Internal Audit Work
* Maintaining Document Records and Inventories

**System Software**:**Oracle 6.0 edition,Using two platforms CL03 and CL04**

**CL03**:-Rectify Invoice,Added Entry of invoices,Daily Generation PR report of invoice,Error flagging of invoice,

**CL04**:-

Taking input credit,Making Purchase Order,Payment Advice and,Drill down report

**PERSONAL INFORMATION**

|  |  |
| --- | --- |
| Name | Kritesh R Jayswal |
| Date of Birth | 10th April 1992 |
| Gender | Male |
| Marital Status | Married |
| Languagesknown | English, Hindi, Gujarati |
| Nationality | Indian |
| Hobbies | Playing cricket , Listening music |

**DECLARATION**

I hereby declare that the above mentioned information is correct up to my knowledge and I bear the responsibility for the correctness of the above mentioned particulars.

**Place**     **: Kalol**

**Yours faithful**

(Kritesh Jayswal)