



Ketul Shah

17/3 Ratna Sagar Appartment ,Surendranagar.

+91 7820053533

Ketul123451@gmail.com

Dependable, experienced and focus accounting professional. Strong interpersonal communication and leadership skill. Ability to work under tight deadlines. Expertise with A.P/AR and Cash/Bank Reconciliation.

Educational Background

Saurashtra University

Surendranagar

Master of commerce-

Account-2021 Pursuing.

Saurashtra University

Surendranagar.

Bachelor's of commerce

2017-2020

CGPA – 6.33

Skills & Proficiencies

- General ledger entry and maintance
- Communication skills
- Microsoft office
- Leadership
 - Tally

Languages

- English
- Hindi
- Gujarati

Work Experience

CO-Owner/General Manager

AMEE STATIONERS

Sep-2019 - Present

- Prepare daily cash report and weekly cash entries.
- Assisting with daily invoicing.
- Managed and controlled inventory.
- Responsible for reviewing journal entries.

ACCOUNTANT

PARUL ACCOUNTANCY.

June-2018 to Nov-2018

- Assisting with monthly and year-end tasks.
- Accounting of received and issued invoices, external and internal receipts, bank payments.
- Bill booking and maintaining petty cash book..
- Managing accounts payables and receivables.

Interest Area

- Chess
- Travelling
- Music