

Mitesh V Maretha

Address:

B/22 Haridham Society, Nr.Bapasitaram chowk,
Parshwanath, Krishnanagar, Ahmedabad.

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Date of birth: 11-May-1992

OBJECTIVE

To give my level best to the institution. I work with To learn all accept of my job.

To work with passion in a friendly environment.

EDUCATION

April-2016	M.com – Gujrat University <ul style="list-style-type: none">▪ Passed with 52%
April-2014	B.com – Gujrat University <ul style="list-style-type: none">▪ Passed with 53%
March-2011 India	12 th Standard – Gujarat Secondary & Higher secondary Education Board, <ul style="list-style-type: none">▪ Passed with 60%
March-2009 India	10 th Standard - Gujarat Secondary & Higher secondary Education Board, <ul style="list-style-type: none">▪ Passed with 72%

EXPERIENCE

- I had provide service at Soap Machinery Manufacture For 1 Year as a Accountant.
(Accounting in tally ERP 9 Software)
- I had also provide service at Shree Ganesh Engineering Company For 4 Year as
a Accountant & Commercial Work.
(Accounting in tally ERP 9 Software)
- I persuing service at Manufacturing company Adeshwar Mould Pvt Ltd For 1 Year as a
Accountant & Commercial Work.
(Accounting in tally ERP 9 Software)

SKILLS

- Hardworking
- Dedicated
- Eager to learn new skills and master acquired ones
- Able to communicate and work well with others
- Time Management and Data Entry Management
- Responsible and Confidentiality
- Efficient in operating Tally ERP 9 and Excel

JOB RESPONSIBILITY

- Prepare the day to day Accounting like make a Sales Bill, E way Bill, Purchase Entry, all Journal Entry and Bank Entry.
- After Month end all our data working and prepares the working sheet and fill GST data in Online Portal as well as TDS work also.
- Prepares asset, liability, and capital account entries by compiling and analyzing account information.
- Maintains accounting controls by preparing and recommending policies and procedures.
- Guides accounting clerical staff by coordinating activities and answering questions.
- Prepares payments by verifying documentation, and requesting disbursements.

INTEREST

My interests include music and literature. Hobbies include reading books, extra-curricular activities such as swimming, cricket. I always enjoy learning about different things.

I hereby inform that above given information is right according to my best knowledge and I assure you that I will do my best as per my best capabilities.

Yours Faithfully

Mitesh Maretha