

Curriculum Vitae of

Krupa G. Padhiyar

M.Com

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Mo No.-(+91)8140921992

Career Objective:-

Intend to build a career with corporate of Hi-tech environment with committed and dedicated people who will help me to explore myself fully and realize my potential to give my best in challenging and creative environment and perform at the highest level better.

Educational Qaulifiaction:-

- M.com from Gujarat University, Ahmedabad with 58.00% In the year 2014.
- B.com from Gujarat University, Ahmedabad with 61.00% In the year 2012.
- Completed H.S.C. from Gandhinagar Board, Ahmedabad with 73.14% in the year 2009.
- Completed S.S.C from Gandhinagar Board, Ahmedabad with 66.32% in the year 2007.

Professional Experience:-

Organisation	Company Profile	Designation	Time period		Tenure
			From	To	
Rohan's Tax And Service	Tax Consulting	Accounting Officer	Oct-2014	Jan-2016	1.3 Yrs
Apex Enterprise	Infrastructure	Accounting Officer	Jun-2016	Apr-2023	6.10 Yrs

Skills:-

- Strong Leadership skill with an ability to motivate teams in achieving targets and Goals.
- Strong Communication and interpersonal skills.

Job Responsibility:-

- Document financial transactions by entering account information
- Substantiate financial transactions by auditing documents
- Support month-end and year-end close process
- Communicate effectively with clients
- Able to manage inventory and other functions.
 - Sales invoicing
 - Purchase invoice
 - Receipt entry
 - Payment entry
 - Bank reconciliation
 - Daily Expenses
 - E invoicing
 - Eway bill
 - Updating ledger statement
 - Preparing PO

Computer proficiency:-

- Talley ERP9
- Micro soft 2003 To 2007
- Ms Office -Word, Excel, PPT
- Internet Application

Personnel Particular:-

Date of Birth : 21-Aug-1992

Marital Status: Married

Gender : Female

Permanent Address:-

C-701 Viaan Residency,
Nr. Mahalaxmi Corner,
New Vatva,
Ahmedabad-382440

I am a strong believer in the system development/implementation, Creating and working in winning teams. If given me a chance, I will prove myself to meet your expectation consistently. I am ready for tele-talk or interview at your convenience.

Date:

Place :

Krupa R padhiyar