

RESUME

Name : Patel Jaimin Nitinbhai

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Linkding :

Objective :

- ❖ To make Optimum utilization of my acquired knowledge and skill and to contribute in the best possible way for betterment of the organization and self.

Educational Qualifications :

Qualification	Board/university	School/collage	Passing year	Percentage
B.Com	Gujarat university	GCC - Gandhinagar	2021-22	66.30%
12th	Gujarat Board	S.V Highschool,kadi	2018-19	79.00%
10th	Gujarat Board	S.V Highschool,kadi	2016-17	75.50%

Professional Certified Qualification :

- ❖ Certified Industrial Accounting [CIA] course pursuing in Institute of Computer Accountants [ICA].

This Course includes following modules.

- Tally Prime
- MS Office
- Business Communication
- Direct Tax
- GST
- TDS
- Business Accounts

Computer Proficiency :

- ❖ Tally ERP 9
- ❖ MS Office { Word | Power Point | Excel }

work experience :

TIME	WORK	FROM
10 Month	GST, Audit, ITR, TDS Accounting	Ajay R Mody & Co.

Personal Skill :

- Team Work
- Quick Learner
- Highly Self Motivated

Languages Known :

Language	Read	Write	Speak
Gujarati	✓	✓	✓
Hindi	✓	✓	✓
English	✓	✓	✓

Personal Information :

- Date of birth : 4 may 2002
- Gender : Male
- Marital Status : Single
- Nationality : Indian
- Hobby : Time spend With Nature

Declaration :

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

Place :**Date :****Sign**