

Ravi K. Savaliya

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B-29, Nandanvan Sco., Near Madhav Mall, Thakkarbapa nagar Ahmedabad – 382350

EDUCATIONAL QUALIFICATIONS

- B.Com Completed with Second Class (45%) in the year of 2020 from Gujarat University.

PROFESSIONAL EXPERIENCE

7.6 Years

Current Organization:-

Name: - Army Looms @ Textile Co.

2 Year

Designation: Accountant

- Cheque & Cash Deposit and Withdrawal for Bank Work
- Preparation of Bank reconciliation statement
- Handling all type of expense booking in Tally Prime
- Material inward and Invoice booking in Tally Prime
- Sales invoice preparation in Tally Prime
- MIS Report
- Back office for Scanning Document

Previous Organization:-

Name:- Shree Bhagwati Jewellers

2 Year

Designation: Accountant

Key responsibilities:

- Cheque Deposit and Withdrawal for Bank Work
- Preparation of Bank reconciliation statement
- Sales invoice preparation in Tally ERP. 9
- Purchase invoice preparation in Tally ERP. 9
- MIS Report
- Back office for Scanning Document

Previous Organization:-

Name:- Vataliya & Co.

3 Year

Designation: Training - Account

Key responsibilities:

- Sales invoice preparation in Expert Accounting Software

- Purchase invoice preparation in Expert Accounting Software
- Gst filling & Reconciliation

Computer Skill

- MS Excel, Outlook, Internet,
- Accounting Software: Tally Prime

Personal Details

☆ Date of Birth	:	Nov. 09, 1996.
☆ Languages known	:	Gujarati, Hindi, English
☆ Religion	:	Hindu
☆ Marital Status	:	Unmarried
☆ Skills	:	Good communication skills, and smart working style.

Interests and Hobbies:

- Making and learning new things.
- Playing games.
- Watching movies.
- Listening music.

Declaration:

I hereby declare that the information furnished above is true to the best of my knowledge.

Place: - Ahmadabad

Date: -

Yours Truly,

R. K. Savaliya