

## Sweety Maheshbhai Jain

**M.com [2018-2020]**

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### **Career objective**

To work for a professionally managed company with a good organizational objective & friendly environment, in a capacity that offers responsibility, challenge, job satisfaction and scope for organizational and personal, development and growth.

### **Working experience**

- **Clear Vision Eye Hospital PVT LTD**  
1, Arbuda Society,  
Above Tapan Medical Store,  
Maninagar, Ahmedabad.  
**Job Title :** Receptionist & TPA Coordinator  
**Work Dates :** 10/10/2016 to 15/01/2019
- **Ophtho Equip INC**  
104, Samrudhhi Complex,  
Income Tax, Ahmedabad.  
**Job Title :** Sales Supporting Executive & Accountant  
**Work Dates :** 16/01/2019 to 31/12/2021
- **Life Genetics**  
B/242, 243, 244, 2<sup>ND</sup> Floor,  
Shanti Complex,  
Gheekanta, Ahmedabad.  
**Job Title :** Accountant  
**Work Dates :** 01/01/2022 to present

### **Academic qualifications**

Exam	Board/university	Institute name	Passing year	Percentage/ class
M.co m	Gujarat University	Vivekanand Collage, Raipur	September 2020	64%
B.com	Gujarat University	K.K. Shashtri Government College, Maninagar	May 2018	57%
ITI	NCVT(COPA)	External	July 2017	71%
ITI	GCVT(COPA)	Mahila ITI maninagar	July 2016	74%
HSC	Gujarat higher secondary education board, gandhinagar	Vivekanand Vidhyalaya, Ahmedabad	March 2015	76%
SSC	Gujarat secondary education board, Gandhinagar	Vivekanand Vidhyalaya, Ahmedabad	March 2013	77%

### Area of interest

- Accountant & Management
- Cashless Work
- Computer Operator
- GST Work

### Responsibilities

- Making out bond calls
- Handling customer queries
- Backend work
- Handling petty cash
- Coordinating with other branches
- GST Reconciliation
- Maintain Party Ledgers

### Computer proficiency

- Ms office (excel , power point, word)
- Software: - CCC
- Tally ERP.9

### Personal profile

Father's Name	Maheshbhai S. Jain
Permanent Address	10/235 Shivanandnagar, Near Jain Temple, Amraiwadi, Ahmadabad.
Gender	Female
Date of Birth	09 <sup>th</sup> June, 1998
Languages Known	Gujarati, English & Hindi
Marital Status	Unmarried
Nationality/Religion	Indian / Hindu
Interest & Hobbies	Travelling, Reading, Walking & exercising

### Declaration

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

**Date :**

**Place :** Ahmedabad

**signature**