

Curriculum vitae

Vaishali j vadher

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Job Objective

To drive my enthusiasm towards consistent learning with full dedication and reaching new height & willing to do work as a key player in challenging & creative environment for the betterment of the Institution as well as personal

Career Highlights

I looking for a challenging opportunity with office administrative & accountant Department where I can contribute in being a valuable resource of the organization and achieve Top Position of my field by continuously stepping up on the corporate ladder. Have expertise in handling of almost all work related to Time Keeping, Pay Roll management, & Administration department.

Work Experience

1) Aug 2018 to sep 2019 : Employed with Shreenath Enterprise ., Ahmedabad, as Office Assistant.

- Office Staff attendance
- Daily updated Time Keeping Records
- Entering all sales & Purchase related data
- Quotations Preparation
- Dispatch status update
- Inquiry update in website
- Preparation of PO in Tally
- Supervising all staff members
- Other Office Routine work
- Telephone bills, Electric bills and all expense payment
- Entering all sales & Purchase related data in Tally
- Maintenance of Various records
- Online returns of PF & ESIC
- Online Return of Tax & GST

2) Sep 2019 to continue : Employed with Aarika Consumer Product Llp , Vatva G.I.D.C
Ahmadabad ,

As HR & Admin.

- Maintain record of sales employee
- Daily updated Time Keeping Records
- Maintain Daily Attendance
- Make Salary Sheet of Staff
- Every month sales Expense verified ,checked & clear it .
- Make Distributer & super stockiest primary record every month
- Other Office Routine work
- Maintenance of Various records
- handling call & emails every days.
- Daily updated Time Keeping Records

As Assistant Accountant

- Entering all sales & Purchase related data
- Quotations Preparation
- Dispatch status update
- Preparation of PO .
- Telephone bills, Electric bills and all expense payment
- Entering all sales & Purchase related data in Tally
- Online returns of PF & ESIC
- Online Return of Tax & GST
- prepared creditor & debtor record on payment time
- Bank reconciliation
- knowledge of GST portal
- Upload & filling GST R1 On portal
- Other filling & billing work .
- Making sales invoice & E-way bill
- Other work related tally & account

Computer Knowledge

- ✓ Proficient with M S Excel, M S Word
- ✓ Internet & E-Mail operations
- ✓ Tally ERP 9

Education

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|---|---|--|
| ✓ | Secondary | – Gujarat Board in year 2008 with 75%. |
| ✓ | Higher Secondary | – Gujarat Board in year 2010 with 75%. |
| ✓ | Graduation [Bachelor of Commerce] | – Gujarat University year 2013with First class |
| ✓ | Post Graduation [Master of Commerce] | – Gujarat University year 2015with First class |

Personal Strength

- ✓ Quick learning and problem resolution approach
- ✓ dedication towards work and deadline with Team Work
- ✓ Self-motivated and able to work independently in a fast pace
- ✓ Strong analytical thinking, fast and self direction learner
- ✓ Build relationships effectively
- ✓ Personalize atmosphere
- ✓ Understand & follow concepts and issues to work out accordingly

Interest

- ✓ Event Management
- ✓ Traveling
- ✓ Reading
- ✓ Learning New Work

Personal Details

Date of Birth : Oct,15 1992
Marital Status : Married
Nationality : Indian
Languages Known : Gujarati, Hindi, English

Alternate Contact

Contact Number : +91 9558700898

Declaration

I declare that the information given above is correct and up-to-date to the best of my knowledge and conscience.

Place : Ahmedabad
Date :