

CURRICULAM VITAE

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APURV KAUSHIKBHAI SHAH
Vaniya vas,
Nr.Saint Assram
Opp.Town Hall,
Bavla-382220

Carrier Objective:

Intend to build career with leading organization with committed and dedicated people, which help to me to explore myself fully and realize my potential in creative environment.

ACADEMIC QUALIFICATION:

School	: Secondary School Certificate Examination (S.S.C) Gujarat Secondary Education Board, Gandhinagar First Class (March – 06)
High School	: Higher Secondary School Certificate Examination (H.S.C) Gujarat Secondary and Higher Secondary Education Board, Gandhinagar Second Class (March – 08)
Graduation	: Bachelor of Commerce. (B.com) Gujarat University
Post Graduation	: Master of Commerce (M.com) Gujarat University
Computer Knowledge	: MS Office – Word, Excel, PowerPoint, Tally7.2, 9.0, 9.2 ERP Window 98, 2000, XP. Internet Explorer.

WORK EXPERIENCE:

▪ VIRGO UAP PHARMA PVT LTD

Mahagujarat Ind. Estate, Plot No 423 / 98- b, Sarkhej Bavla Highway,
Village- Moraiya, Ahmedabad (Guj.)-382213

Designation: Account Assistant

Work:

- Preparing of Bank, Cash, Daily Reports & Journal Voucher
- Preparing of Monthly Expense Report.
- Preparing of Tax Reports –TDS, SALES TAX, EXCISE, SERVICE TAX
- Preparing Records of Electricity consumption & Telephone Expenses.
- Handling Cash and Bank Transaction.
- Bank Reconciliation and Branch Reco. all banking activities.
- Account with Tally Software and Corporate Munim
- Also Prepare Cash Flow Statement

Period: 1th October, 2011 to at Present

Name	: Apurv Kaushikbhai Shah
Date of Birth	: Sep. 28th, 1991
Gender	: Male
Marital Status	: Single
Nationality	: Indian
Languages Known	: Gujarati, Hindi and English
Hobbies	: Music, Reading, Playing all outdoor games

GENERAL DETAILS:

I am disciplined person in nature and punctual with my works and
Always like to work to gathering new ideas.

APURV KAUSHIKBHAI SHAH