

# JAIMINI YOGESHKUMAR RANA

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32, shiv row house  
Near Cadila bridge  
Ghodasar cross road,  
Ghodasar,  
Ahmedabad - 380050

## EXPERIANCE :

### KMC & Associates,

- Having two months of the experience in accounting and tax auditing.

### Dhiren H Pandya Associates & LLP,

- Having 1Year&7months of the experience in concurrent audit, Internal audit, Tax Audit, Stock audit, Stock taking and Statutory Audit as an Audit Assistant.

### Mukesh M Shah & Company

- Currently I have do the job from July,2022 as an Jr.Audit Assistant.

## QUALIFICATION:

### Bachelor Of Commerce

Gujarat University (2017)  
53%

### CA-CPT

ICAI (2018)  
Pass

### Master Of Commerce

Gujarat University(2019)  
52%

### PGDMHRM

Gujarat University (2021)  
70%

### CA Intermediate (New)

ICAI  
Pursuing

## CERTIFICATES :

- Tally Financial Accounting Program (2017)  
GRADE - A
- ICITSS - Orientation Course(2019)
- ICITSS – Information Technology (2019)

## TECHNICAL SKILLS :

- MS Office (Microsoft Word, Excel, Powerpoint etc.)
- Tally ERP.9
- Tally Prime
- Banking Software

## KEY SKILLS :

- Concurrent Audit (BOI(industrial bank), Canara, Union bank, UCO bank)
- Internal Audit  
(Industries:-Textile, Chemical, Hospital)
- Tax Audit
- Stock taking
- Stock Audit
- Statutory Audit(Insurance Company)
- Incentive Audit (Pharma Company)

## PERSONAL ATTRIBUTES :

Self-Disciplined, Sincere & have Strong Desire to Perform Best of My Ability, Hard Working & Self Motivated.

## LANGUAGES KNOW

English  
Gujarati  
Hindi

Seeking For Your Positive Response.

Yours Sincerely,

*Jaimini Rana*