

ABHISHEK PARESHBHAI GAJJAR

47/SHIVAM PARK SOCIETY
NR, ASHOPALAV SOCIETY, VATVA,
AHMEDABAD-382440
Phone (M):- +918460674268
Email id- abhishek4268@gmail.com

Career Objective & Strength:-

Strategic-Relationship/Partnership Skills-Listen Attentively, Solve Problems Creatively and Use Tact and Diplomacy to Find Common and Achieve Win-Win Outcomes.

Basic Academic Credentials:-

Degree	Board/University	Year of passing
S.S.C	G.S.E.B	2012
H.S.C	H.S.E.B	2015
B.COM	GUJARAT UNIVERSITY	2018
M.com	GUJARAT UNIVERSITY	persuing

Experience:-

Mottotech Industries pvt. Ltd. (4 year and till Date)

- Strong technical Accounting skills.
- Excellent research and financial analysis abilities.
- Accounts & Records To Maintained Under GST Register, Input tax credit availed, Output tax payable and paid, Such other particulars as be prescribed.
- In-depth management reporting about payments and more.
- Maintain day to day books of Accounts in Tally.
- Maintain Bank Reconciliation Statement and Reconciliation Of Debtors & Creditors.
- Maintain all Accounting voucher entry.
- Maintain books of accounts in Tally.
- Maintain stock

Aegis Limited of Ahmedabad-BSNL PROCESS (6 months)

- Managing large amounts of inbound and outbound calls in a timely manner
- Identifying customers' needs, clarify information, research every issue and providing solutions
- Strong phone and verbal communication skills along with active listening
- Customer focus and adaptability to different personality types
- Ability to multi-task, set priorities and manage time effectively

Technical Skills:-

- MS office
- Excel
- Tally.ERP-9
- excellent knowledge of generally accepted accounting principles (GAAP)
- knowledge of regulatory standards
- internet browsing

Core Competencies:-

- planning and organizing
- communication skills
- problem analysis and resolution
- judgment
- decision-making
- attention to detail
- Decision Making & Time Management
- Self Motivation
- Conflict Resolution
- Leadership
- Adaptability

Personal Profile:-

- Gender :- Male.
- Date of Birth :- 06/08/1996
- Marital Status :- Single.
- Languages Known :- Gujarati, Hindi, English.
- Hobby :- Sports, Travelling.
- Nationality :- Indian.
- Strengths :- Honest , Punctual, Hard Working.

Declaration:-

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

Yours Faithfully,
ABHISHEK GAJJAR.