

NAVDIP M KAPADIYA

Jr.Accountant

1/11, Bhartinagar Apartment, Opp.Agrawal Compound, Nearby Amraiwadi Post-Office, Ahmedabad-380026.

Mob. No: - 91579 60986

DOB: - 11TH JUNE, 2000

navdipkapadiya@gmail.com

PROFILE

Knowledge and experienced Bookkeeper with extensive knowledge handling and documenting financial transactions according to policies and preferred procedures. Experienced in maintaining accounts. Processing accounts payable and receivable, and managing invoices Bringing forth excellent customer services skills. Strong organizational skills and the ability to communicate well with others.

EXPERIENCE

- ❖ JR.ACCOUNTANT, M R PATEL EDUCATIONAL CAMPUS.....Jan 2021
Ahmedabad
 - Processed transactions accurately and efficiently , ensuring that all transactions were completed
Within the established timeframe
 - Generated weekly, monthly, and annual financial reports for management
 - Handled accounts payable and accounts receivable , resulting in improved cash flow and reduced overdue payments

EDUCATION

- ❖ J G INSTITUTE OF BUSINESS ADMINISTRATION July 2017-Aug 2020
Ahmedabad
 - *Bachelor of Business Administration [BBA]* **CGPA: 5.79**
- ❖ R B INSTITUTE OF MANAGEMENT STUDIES (RBIMS).....Sept 2020- Apr 2022
Ahmedabad
 - *Master of Business Administration [MBA]* **CPI: 6.26**

SKILLS

- Microsoft Office
- Understanding of accounting and financial reporting principles
- Good with numbers and figures and an analytical acumen

EXTRA-CURRICULAR ACTIVITIES

❖ Freelancing Event..... 2018-2020

Ahmedabad

The Intellivision Event

- Working with presenters, audiovisual crew and technology vendors.
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COURSE

❖ Tally ERP 9. [GST]June-2018

Ahmedabad

- ***G-Tech Education Trust Org.***
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LANGUAGES

- Gujarati
- Hindi
- English