



Cell: 8469257995
Email: kunalkriplani000@gmail.com

Qualifications

Gujrat University
DEGREE: Bachelor Of Commerce[External]
DURATION: 6/2019 - 4/2022

Skills

- Technical Skills**
- Microsoft PowerPoint
 - Microsoft Word
 - Microsoft Excel
 - Tally ERP
 - G retail Software
 - Shopper Erp
 - Accounting

- Management Skills**
- Communication
 - Resolving Problems
 - Leadership
 - Optimistic attitude
 - Customer service

Experience

Account and Back office managment Executive 7/2019 - Present

- **Company Name:** Emmvee Traders
- **Description:** I have been working from past 4 years with Emmvee Traders as an accounts executive and back office manager ,the role includes recording day to day business transcations in Tally Erp (also includes to record sale, purchase, and banking transactions. Aslo filling of GSTR-1,GSTR-3B, and also reconciliation of GST2A/2B. Also, performing audit at the year end with the firm's respective CA. From above my role is also to maintain inventory, process sales orders, drafting purchase orders, and also take follow-up of the parties whose payment is pending for long tenure.

Interests

- Listening Podcast
- Drawing
- Watching Cricket
- Walk

Personal Information

- **Father Name:**
Hareshkumar
- **Date Of Birth:**
9/10/2001
- **Nationality:**
India
- **Marital Status:**
Single
- **Religion:**
Hindu

