

RESUME

Name: Nirav Mehta

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Objectives:

To Obtain a Position in Finance and Account field That Will Allow Me to Utilize My Skill, Experience and Willingness to Learn in Making an Organization Successful.

Education Qualification:

Sr. No.	Name of Board / University	Name of Examination	Year	Percentage (%)
1	Gujarat University	M.com	2021	Pursuing
2	Gujarat University	B.com	2020	72
3	GSEB Board	HSC	2017	68
4	GSEB Board	SSC	2015	55

Professional Skill:

A. Software Knows

- Windows 10
- MS Office (Word, Excel, Powe Point, Outlook)

B. Accounting Software

- Tally prime (also knows Tally ERP9)

C. Taxation (Pursuing)

- GST (valuation, Payment of Tax, Return)
- Direct Tax (Income Tax return filing)
- TDS (Filing of TDS Return, TDS Certificate)

D. Accounting Knowledge

- Business Accounts
- Advanced Accounts(pursuing)

One Year Vocational Certified Industrial Accountant Trading Program:

INSTITUTE	CERTIFICATION NAME	STATUS
ICA Education Skills private Limited (Associated with Skill India, N.S.D.C)	CIA (Certified Industrial Accountant)	Pursuing

This Program Includes following:

- | | |
|--------------------------|----------------------|
| 1 Basic Accounting | 5 GST |
| 2 Tally | 6 Direct Tax |
| 3 MS Office | 7 TDS |
| 4 Business Communication | 8 Advance Accounting |

Personal skill:

- Quick Learner
- Flexible & Adaptable to Changes & Challenges
- Highly self-Motivated
- Ability to work with team

Personal Details:

- Date of Birth : 13-10-1999
- Father's Name : Vipulbhai Mehta
- Marital Status : Single
- Gender : Male
- Nationality : Indian
- Languages Known : Hindi, English, Gujarati

Declaration:

All information in this resume true and correct to the best of my knowledge and believe.

Date: 20/06/2021

Signature: Nirav

Place: Ahmedabad