

D-07/, Shaligrm 2 Appartment, Nr.Motera Stadium , Sabarmati, Ahmedabad-13, Gujarat.  
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### **Objective:**

To be a part of the team where I can learn and expand my horizons and apply those skills for the betterment of the company in which I work.

### **Company Info :**

- I have a experience of Accounting work from August 2004 to March 2007 in Swati Autolink pvt.ltd, Assistant Accountant's firm Which office address is Adalaj Highway, Chandkheda, Ahmedabad.
- I have a experience of In Kataria Automobiles Ltd. (H.O.) from April 2007 as An Account Assistant in Account Department which office address is Kataria Automobiles Ltd.(H.O.), Nr. Adani CNG Petrol Pump, Makarba, Sarkhej, Ahmedabad.
- I have a experience In ANUJ TRADERS. from January 2015 as An Accountant & Administration. All accounting work .
- I have experience of In Odhav Multi Industries. from MAY 2016 to MAY 2022 as An Account Assistant in Account Department which office address ODHAV MULTI INDUSTRIES SAU Zone industries Massaya, Village Kagbelle, BP 2188 Conakry, Republic of Guinea, West Africa.

### **Experience :**

- Processed payments and documents such as invoices, journal vouchers, employee reimbursements, and statements.
- Communicated and resolved disputes with clients regarding outstanding invoices, payments and adjustments.
- Performed administrative and clerical duties such as word processing, data entry, faxing and copying.
- Prepared itemized statements, bills, or invoices and recorded amounts due for items purchased or services rendered.
- Prepared and mailed invoices to customers, processed payments, and documented account updates.
- Communicated regularly with customers regarding account questions and issues.
- Used accounting software to prepare weekly and monthly financial reports.

- Applied proper codes to invoices, files, and receipts to keep records organized and easily searchable.
- Coordinated with external auditors to resolve discrepancies.
- Assisted management with annual expense plans to strategically track income or revenue.
- Maintained accurate and complete documentation to facilitate accounting and filing functions.

### **Computer Proficiency:**

- Microsoft office & Internet
- Configuring email clients like Microsoft office.
- Accounting Tally 7.2 ,9 ERP.9

### **Educational Qualification:**

- I have also passed Bachelor of Commerce (B.Com) Degree from Gujarat University with scoring First Class in March, 2009.
- I have also passed HSC from Gujarat Secondary & Higher Secondary Education Board with scoring 77.47% in March, 2006 in Gujarati Medium.
- I have also passed SSC from Gujarat Secondary & Higher Secondary Education Board with scoring 80.71% in March, 2004 In Gujarati Medium.

### **Personal Detail**

- Date of Birth : 17<sup>th</sup> January 1990.
- Nationality : Indian
- Sex : Male
- Marital status : Married
- Languages Known : English, French, Hindi, Gujarati, Marathi
- Hobbies & Interest : Surfing Internet, Listening music & Traveling.