

## **CURRICULUM VITAE**

### **GEETANJALI RAHUL BATTER**

Ahmedabad – Gujarat  
India  
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### **OBJECTIVE**

I am looking forward to work with the organization which gives opportunities to new generations. My growth defines with my subordinates and organizational growth, with the stated policies of the organization.

### **Educational**

S.S.C Passed with first class 2003  
H.S.C. Passed with first class 2005  
B.com passed with first class 2009  
M.com passed with 62% 2017

### **Technical Skills**

Tally Financial Accounting Program – Tally 9 from ACTBasics  
Basic Computing Knowledge of Computer.

### **Personal Skills**

Possess intrinsic abilities to shoulder responsibilities at the highest level of competence.  
Willingness to learn and implement.  
Possess Good Verbal and Written Communication skills

### **Experience**

Name of organization: Rosy Colors Pvt. Ltd, Bal Hanuman Fab Pvt Ltd, Maitri Tex Fab Pvt. Ltd.

Designation: Account Executive

### **Job Duration**

Bal Hanuman Fab Pvt Ltd (Feb 2018 to Feb 2019).

Maitri Tex Fab Pvt Ltd (May 2019 to Jan 2020).

Rosy Colors Pvt Ltd. (July 2020 to May 2021)

### **Job Description**

- Managing vendor accounts
- Accounts payable and receivable
- Preparing financial statements
- Invoicing
- Tax preparation
- Reporting
- Excel
- Time management

### **Languages Known**

English  
Hindi  
Gujarati

### **Hobbies**

Music, Reading, writing...

### **Personal Details**

Name	: Geetanjali Rahul Batter
Gender	: Female
Date of Birth	: 06/09/1987
Marital Status	: Married
Nationality	: Indian
Cast	: Hindu

### **Declaration:**

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

**Place:**

**Date:**

Yours Faithfully,  
GEETANJALI RAHUL BATTER