

Organized and dependable candidate successful at managing multiple priorities with a positive attitude. Willingness to take on added responsibilities to meet team goals.

Work History

SEP 2017 TO TILL DATE

- present

HEADCLERK & CASHIER

IMAGE ENGINEERING AND TECHNICAL INSTITUTE,
VALUKASH CHOKDI ASHALAI- MATAR DIST: KHEDA

SEP-2016 TO SEP-2017

ASSI. ACCOUNTANT

SHRI. I. VPATEL COLLEGE OF COMMERCE, COLLEGE ROAD
NADIAD

Education

MAY-2010 TO APRIL-2015

COMMERCE, M.COM

GUJARAT UNIVERSITY, NADIAD

JUNE-2018 TO SEP-2020

VIP International School. B.ED

GUJARAT UNIVERSITY, AHMEDABAD

Job Responsibility

I have handling of all type of accounting function & office works in computer system Bank Reconciliation, Cash Book, Daily Cash & Bank Reporting. & all fees collection, Fees software report file maintain in vouchering, paid, pending, student report pending fees all type like tuition, transport, hostel, ITI, scholarship work etc other income expense report by Order in trusty will I manage Type Work also handling of daily other official work in Office.

ROSHNI PARMAR

Head clerk & cashier (A/c department)



Personal Info

Email: Parmarroshni91@gmail.com

Contact : [9904196763](tel:9904196763)

Current Address :

A-23 ANSUIYA PARK SOCIETY, NARAYAN
NAGAR , NEAR BAPUNAGAR APROCH
Ahmedabad city, 380024

Date of Birth

01st sep, 1992

Nationality : Indian

Marital Status: Married

Husband Name: Mitesh kmochi

Sex : Female

Skills

Cashier abilities

Cashier experience

MS Excel

MS Office

MS POWERPOINT

TALLY ERP.9

Languages

GUJARATI

HINDI

ENGLISH

Hobby/Interest

MUSIC , READING, NEW

PLACES TRAVELING, NEW ITEM

COOKING