



## Ginee Nainani



90999-52829



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Ahmedabad, Gujarat.

**Profile:** Dynamic and highly qualified in Accounts with extensive knowledge of accounting principles. Well-organized and diligent about keeping records current, statements accurate and accounts reconciled for fully compliant tracking, reporting and auditing of financial records. Experienced in *Indian and US accounting cycle* along with accuracy.

### Software Exposure

- ❖ Good with *Quick-books* -Certified
- ❖ Knowledge of *Tally ERP9* -Certified
- ❖ MS Excel and Word
- ❖ Knowledge of MS-Office
- ❖ *Other accounting software*

### Skills

- + Corporate finance knowledge
- + Full-Cycle of Accounting
- + Computer Proficiency
- + Linux

### Hobbies & Interest

- Travelling
- 📖 Learning New Skills
- 📈 Trading

### Personal Data

Date of Birth: 16<sup>th</sup> Nov, 1999

Marital Status: Single

Language: English, Hindi,  
Gujarati and Sindhi.

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|-------------------------|--|
| Dec-21 to<br>till date  | ➤ <b>Pacific Global solutions Pvt Ltd.</b> -Ahmedabad<br>Ensured accounting accuracy, performing A/P and A/R tracking, Payroll transactions, expenses, performed daily maintenance of the bank and credit card. Monthly reconciliations, P&L review and workpapers and other query |
| Jun-2020 to<br>Sep 2021 | ➤ <b>MB Shyani &amp; Co. (Construction and civil work)</b> -Ahmedabad<br>A/P and A/R tracking, budgeting, payroll, wage allocation, salary expenses performed daily maintenance of the loans, Bank, credit card and petty cash, reconciliations and P&L review etc.                |
| Jan-2018 to<br>Feb-2020 | ➤ <b>R.K. Agency</b> -Ahmedabad<br>Keeping all the company accounts maintaining client's records lookout for Debtors & Creditors   |
| Jun-2016 to<br>Dec-2017 | ➤ <b>A.C. Telecom Pvt Ltd Exchange</b> -Ahmedabad<br>Billing, Maintaining Accounts of Company Tele calling for complaint client handling along with back-office work.  |



### Education Qualifications

2020

- ★ GDIFA (Post-Graduation Diploma in Investment & Financial Analysis) -2nd class S.D.School Of commerce

2019

- ★ Bachelor of Commerce - 2nd class Gujarat University

2016

- ★ INTER (G.H.S.E.B) - 58.00% Mahatma Gandhi High School

2014

- ★ High School (G.S.E.B) -56.00% Mahatma Gandhi High

- I hereby declare that the information furnished above is true to the best of my knowledge. I would like to smart wok with dedications for increasing knowledge and growth.

*Ginee Nainani*