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| --- | --- |
| **Personal :-** |  |
|  |  |
| Name : | Jagrut Sharadchandra Sheth |
|  |  |
| Address : | D/9, Akshat Apartment, |
|  | Nr. B.D. Rao hall, |
|  | Memnagar Bhuyangdev Road, |
|  | Memnagar, Ahmedabad – 380 052. |
|  |  |
| Mobile No. : | + 91 99798 83510 |
|  |  |
| E – Mail Id : | [shethjagrut@yahoo.com](mailto:shethjagrut@yahoo.com) |
|  |  |
| Date Of Birth : | 15 / 04 / 1982 |
|  |  |
| Nationality : | Indian |
|  |  |
| Marital Status : | Married |
|  |  |
| Languages : | Gujarati / Hindi / English |
|  |  |

**Education :-**

Bachelor of commerce from Gujarat University, Ahmedabad. ( 1999 – 2002 )

Senior secondary from G.S.E.B. Board, Ahmedabad. With Second Division. ( 1998 – 1999 )

Higher secondary from G.S.E.B. Board, Ahmedabad with Second Division. ( 1996 – 1997 )

**Computer Knowledge :-**

Diploma in Multilingual Web Technologies: (D.M.W.T.)

HTML, DHTML, JAVA SCRIPT, VB SCRIPT, New Working TCP / IP ASP,

Macro media dream weaver, FLASH, Adobe Photoshop, Illustrator, and Planning of Web Based Projects. & M.S.Office.

**Experience :-**

1. **One Year Work In Jodhpur Nagarpalika. ( 2002 – 2003 )**

As a Assessment Clark and Computer Operator. (One Year Contract Based Job.)

Additional Work Tax Collection, Make Certificates.

1. **AIMS INDUSTRIES LTD. As a Asst. Accountant. ( 2003 – 20011 )**

I am working with AIMS INDUSTRIES LTD.

Mfg. Of Medical & Industrial Gases.

Post : Asst – Accountant

Bank Report, Book Debt Statement, Patty Cash Report,

Ledger maintain, Bank Reconciliation, Sales, Purchase Biling,

I have to do payment collection.

1. **Jupiter International Ltd. (2012 -2016 )**

Asst. Accountant

Bank Report, Book Debt Statement, Patty Cash Report,

Ledger maintain, Bank Reconciliation,

I have to do payment collection.

(Working In E.R.P. Software)

1. **Vishal Corporation ( 20016 – 2018 )**

( Plywood – Veneer – laminate – wood – corian (solid surface ) – hardware )

Accountants, Admin and warehouse in-charge

Account related all works - banking, bank reconciliation, patty cash,

Sales bills prepare, purchase bill entry, Mis-reports,

Bank stock statement, creditors and debtors analysis. Vat calc. & GST.

**( Part Time Work In ) VIDYA & CO. ( Chartered Accounts Firm )**

Account related all works - banking, bank reconciliation, patty cash,

Sales bills prepare, purchase bill entry, cash flow, Mis-reports ,

creditors and debtors analysis. GST Work. E-way bill prepare.

Audit work.

1. **Calorx Olive International School ( From : June - 20018 )**

**Asst. Manager Accounts**

Fees Collection, Prepare Reports, Student Fees Reconciliation,

Cash Flow, TDS Work, Budget, Bank Reconciliation, Budget in tally,

MIS Reports, Patty Cash, Staff Payroll, and Misc Works.

**Skills :-**

FIELDS: ACCOUNTS & ADMIN

PURCHASE, CO-ORDINATION,

IN COMPUTER: MS – OFFICE, I – NET,

TALLY: / E.R.P / Cylac

**Package And Expectation :-**

Current CTC : 22,000 + Conveyance Exp.

Expected CTC : 15 - 20 % Increasing.

Notice Period : One Month

**Family Background :-**

1. Father : Sharadchandra Kaniyalal Sheth

Ex.Manager

Torrent Power Ltd.

Ahmedabad.

2. Mother : Nilaben Sharadchandra Sheth

Housewife (M: 92746 43746)

3. Brother : Jigar Sharadchandra Sheth

India Home Loans (M: 98986 10213)

4. Wife : Zeel Jagrut Sheth

House Wife (M: 99251 63510)

5. Daughter : Aadhya Jagrut Sheth

Study

**Reference :-**

1. Rajendra Patil : ( Engineer In Metro Projects )

M: 96240 56500

1. Naval N. Patel ( Auditor At Jivraj Maheta Hospital )

M : 98245 67364

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