**Jalpa R Brahmbhatt**

**Contact:+91 79849 34376**

**Mail id:jalparavi2007@gmail.com**

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| **Objective** |

**To have a Dynamic career,that gives me a chance to grow economically and psychologically by exercising my knowledge and abilities in the best interest in the ever-changing corporate scenario.**

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| **Personal details** |

**Date of birth: 11/03/1983**

**Address: 136 Sarvoday Nagar Part 3**

**Nr K. K. Nagar, Prabhat Chowk,**

**Ghatlodia Ahmedabad.**

**380061.**

**Gender: Female**

**Marital Status: Married**

**Nationality: Indian**

**Mother Tongue: Gujarati Language Known: Hindi,English**

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| **Education background** |

* **B.com with English medium from Gujarat college in the year of 2004 with pass class**
* **Higher secondary passed from Sardar Patel and Swami Vivekanand school in year 2000 with 69.14%**
* **High school from Sardar Patel and Swami Vivekanandschool in year 1998 with 68.14%**

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| **Professional skills** |

* **One year certificate course ofCSPfrom ITI in a year 2014 with pass class**
* **Three months Tally Erp 9 course**
* **M S Office Basic**

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| **Work experience** |

* **Recently I have been working as an Account Executive in the Reputed company of Globe Ecologistics Pvt. Ltd. From March 2021 to still today.**

**Responsibilities:**

* **Day to day entries of Banking related.**
* **Working on Gmail & Excel.**
* **Calculation of CC & WCDL.**

1. **I have worked as an Account Assistant in the firm of bhakti traders from July 2017 to Feb 2021.**

**Responsibilities**

* **Maintain day to day books of accounts in tally**
* **Maintain bank reconciliation statementand reconciliation of debtors and creditors**
* **Maintain internal audit of accounts book**
* **Maintain journal entries sale,purchase & exp invoice**
* **Knowledge of gst**

1. **Working at c a firm named rakshit shah& co.as assistant accountant for one year**

**Responsibilities**

* **Maintain all types of accounting voucher**
* **Maintain sale, purchase and bank entries**
* **Accounting entries of individual,firm and company**

1. **Working with estrellas pvt ltd reputed pharmacy co. for 4 months**

**Responsibility**

* **Maintain day to day books of accounting entry in tally**
* **Maintain all types of accounting voucher**
* **Maintain petty cash**
* **Maintain salary sheet in excel**
* **Maintain individual accounts of co. member**

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| **Strengths** |

* **Working with responsibility and dedication**
* **Patience**
* **Hardworking**
* **Positive Attitude**

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| **Interest and hobbies** |

* **Reading books of GujratiNovel**

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| **Declaration** |

**I hereby declare that whatever stated above is true to the best of my knowledge correct**

**And I work with my responsibility and dedication**.

**Yours Faithfully,**

**Jalpa R Brahmbhatt**