**Resume**

**NAI ARTIBEN KANALYALAL**

Nai vas,

Bhoyan rathoda

Gandhinagar-382420

Phone No:-9714138502

Email id: 2143arti@gmail.com



**Career Objective:**

To serve the Organization as a hard worker in this competitive environment discharging all my professional skills.

**Academic Background:**

| **Passing Year** | **Qualification** | **Percentage** | **University/Board** |
| --- | --- | --- | --- |
| 2015 | M.COM | 59.33% | Gujarat University |
| 2013 | B.COM | 65% | Gujarat University |
| 2010 | H.S.C  (Commerce) | 58.86% | Gujarat Secondary and Higher Secondary  Education Board |
| 2008 | S.S.C | 56.46% | Gujarat Secondary and Higher Secondary  Education Board |

**Profession Experience:**

1. **Present Employer** Gujarat Medical Services Corporation Limited

**Designation**: Financial Assistance (Contract Basis)

**Job location:** Gandhinagar

**Experience**: 1st march 2016 To till Date

**Work Profile:**

∙ Matching invoices to statements and purchase orders to invoices ,Calculating and checking to make sure payments, amounts and records are correct.Check and scrutinize invoices for accuracy.

∙ Input accounting data into the accounting system with speed and accuracy

* Establish and maintain computerized databases of the organization’s service providers, contacts and other relevant information when required.
* To maintain diary system using shared electronic diary on Microsoft Outlook.
* Prepare and maintain Quarterly Return statement, TDS (24Q-24A), Service Tax return .

**Strengths:**

* Willingness to lean
* Reliability
* Eye contact
* Co-operative nature

**Computer Proficiency:**

* M.S.Office, Outlook, Tally, M-Power software

**Personal Profile :**

* **Father Name:** Kanaiyalal S Nai
* **Date of Birth:**03/10/1993
* **Sex:** Female
* **Marital Status:** Single
* **Nationality**: Indian
* **Languages Known:** Hindi &Gujarati
* **Hobbies:** Reading