Neema Pansuriya

**E-mail: pansuriyanima2018@ gmail.com Contact No** - **9106673954**

# CAREER OBJECTIVE

To make positive contribution as part of your dynamic and well reputed organization in a position where my management, decision making and communication skill will be appreciated and enhanced.

# Competencies

|  |  |
| --- | --- |
| * Ambition, hardworking, energetic and well disciplined. * Positive thinking, self-motivated and flexible * Good communication skill * Soft spoken * Good oral and written skill | * Punctuality * Team work * Dedication to work * Effective Presentation Skills |

***EDUCATIONAL QUALIFACATION***

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Qualification** | **Percentage** | **Year** | **Name of institute** | **University** |
| **B.B.A** | 85% | 2020 | Shri Chimanbhai Patel Institute of  Business Administration | Gujarat  University |
| **H.S.C (com.)** | 78% | 2017 | Krishna Vidhyalay | GHSEB |

## COMPUTER PROFICIENCY

* Windows Operating System and Internet.
* MS - Word, Excel & power point, Outlook with good operating speed.
* CCC
* Tally ERP 9 & Tally Prime

## Academic Project

* Research on Economic slowdown in India

## AWARDS / ACHIVEMENTS

* + National level Online Quiz on ACCOUNT Management
  + Government Certified Tally ERP 9 with A1 Grade
  + Government Certified CCC with A1 Grade

# EXPERIENCE

# 2.5 Years’ experience

* **EMPIRE COMPRESSOR PVT LTD: 2 years’ experience as senior accountant.**
* **Work area:** Handle all accounting with GST, TDS and Finalization; Handle the Import- Export all consignment; Co-ordinate with CHA; Co-ordinate with All party, also Co-ordinate with CA.
* **JALARM INDUSTRIES: Currently working in this company last 6 months.**
* **Work area:** Handle all accounting with GST, TDS and Finalization; Mostly Handle the Import- Export all consignment; Co-ordinate with CHA; also Co-ordinate with CA.

## LANGUAGE KNOWN

English, Hindi, Gujarati

## PERSONAL INFORMATION

Name : Neema Bharatbhai Pansuriya

Birth Date : June 15, 2000

Address for Communication : B-604, Shashwat Residency,

Opp; Sunrise Business center, Nikol Ring Road,

Ahemdabad-382350