**Nidhi Anilbhai Shah**

**Residence: Contact**

B-220, Sukomal Appt, Mo.No. : +91- 9998895540

Ramdevnagar, Email Id: nidhrock@gmail.com

Satellite Road,

Ahmedabad-380015

**Career Objective**

To become an authority in the field of an accountant and position with an organization in which I can utilize my skill and abilities.

**Educational Qualification**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Sr No.** | **Exam passed** | **University/Board** | **Year OF Passing** | **Percentage** |
| 1 | SSC | Guj. Uni. | 2004 | 77% |
| 2 | HSC | Guj.Uni. | 2006 | 78% |
| 3 | B.Com | Guj.Uni. | 2009 | 61% |

**Technical Skills:**

* Tally ERP 9
* MS OFFICE (Word, Excel,Power Point)
* Knowledge of Taxation(Vat, Tds, Excise)
* Knowledge of Internet

**Soft Skills:**

* Ready to work with dedication
* Quick learning ability
* Active Team Player
* Interpersonal Relationship

**Experience:**

Nov-2010 to Present Work in INNOVATIVE INFRASTRUCTURE PVT LTD as an Accountant.

* Tax payment of Sales tax, tds , excise & maintain tax data for filing.
* Maintain Inventory, Reconciliation Ledger with parties & reconcile bank accounts.
* Maintain Debtors outstanding & Creditors Outstanding for payment.
* Day to day checking the sales, purchase, cash, expense entries in Tally.
* Also Maintain legal Documents for Finance.

April-2009 to November 2010 work in Technocate info system as an Accountant.

* Maintain Inventory
* Bank reconciliation, Purchase, Sales, Cash-Petty Cash, & all the related Expense Entry In tally
* Taxation payment i.e. sales tax

**Personal Information:**

|  |  |
| --- | --- |
| Date Of Birth | 01-03-1989 |
| Languages Known | Guajarati , Hindi, English |
| Nationality | Indian |
| Hobbies | Playing Bad-Minton, Listening Songs |

**Thanking You**

Yours Faithfully

Nidhi A. Shah