**Curriculum Vitae**



**Nisha Panchal**

Ahmedabad: 380 004 M: - 8487050015

Email: [nishupanchal580@gmial.com](mailto:nishupanchal580@gmial.com)

**Career** objective**:-**

To pursue growth oriented career with Progressive organization that can give a scope to applymy knowledge and skills in tune with the latest trends and be a part of the team thatdynamically works to towards the growth the organization.

**Professional Highlight:-**

• Ability to work in a team environment with positive attitude and independently as need. • Detail- oriented, focused, manage time well and follow through on problem and

commitments.

• Exhibit high degree of flexibility and adaptability toward work assignment and new

learning.

**Academic Education Qualification:-**

• I have completed S.S.C. Examination in the year Examination in year March 2013

from Gujarat Secondary Education board , Gandhinagar

• I have completed H.S.C. Examination in the year Examination in year March 2015

from Gujarat Secondary Education board , Gandhinagar

• I have completed B.Com Examination in year 2018 from Gujarat University.

• I have completed M.Com Examination in year August 2020 from Gujarat University.

**Experience:**

* I have experience of 10 months as an Asst. Accountant Cum secretarial work in **M.BTraditional**, Ahmedabad (November 2019 to August 2020).
* I was working as an Asst. Accountant in **Stallion Laboratories Private Limited**. Ahmedabad, (August 2020 to Sep 2021).
* Currently I am working as an Sr. Account Ass. In **Swiss Parenteral Limited**, Bavla, Ahmedabad (Sep 2021 to Till Date).

**Other Activity:**



• **Skills :**

|  |  |  |  |
| --- | --- | --- | --- |
|  | • **Hobbies** : |  | 1. Good communication skills  2. Man handling skills  3. Team player Efficiency |

1. Listening Music

2. Reading

**Aptitude:**

• Can work effective as a team member and if need be, independently.• Can work with focus and concentration.

• Ability to grasp fundamentals.

**Computer knowledge:-**

* Tally ERP 9
* MS office
* Net stuffing
* Data Entry (Purchase /Sales/Expense Invoices)
* Reconciliation
* GST Return Filling
* Cash Entry
* Prepared General Ledger Entries Analysis.
* Co-operated With internal & external Auditors.
* Organization
* Leadership
* Time Management

**Personal Detail: -**

• Date of Birth: 4th November 1997• Gender: - Female

• Marital status: - Unmarried• Nationality: - Indian

• Religion caste: - Hindu (Luhar)

• Languages Known: English, Hindi and Gujarati

I hereby declare that the above mentioned information is and belief. I am awareof consequences that might arise if any of the above furnished information isfound to be false or incorrect.

I hope for a Favorable response.

Yours faithfully, Nisha Panchal