RIDDHI R MODI

**CAREER OBJECTIVE**

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| “To secure a challenging position as an Accounting Assistant where extensive experience will be further developed and utilized.” |

**ACADEMICS QUALIFICATIONS**

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| --- | --- | --- | --- | --- | --- |
| **Course** | **College/ School** | | **University/ Board** | **Year of Passing** | **Percentage** |
| CS Part I | | Navakar Institute | ICSI | 2013 | Pass |
| B.C.A | | Lokmanya  Collage of computer application | Gujarat University | June 2012 | 66.67 % |
| HSC | | Jivkorbar vanita  vishram Higher Secondary School. | Gujarat Secondary Education Board | March 2009 | 65.08 % |
| SSC | | Jivkorbar vanita  vishram Higher Secondary School. | Gujarat Secondary Education Board | March 2007 | 64.14 % |

**Skills & Technical Exposure**

**Computer Languages/Software: C, C+, Java, html, Telly, SAP**  .

**Qualification Summary**

* Excellent written and verbal communication skills.
* Ability to prepare and evaluate long-range strategic plans.
* Analyze, compare, interpret and predict facts and figures adeptly.
* Detail-oriented, efficient and organized professional with extensive experience in accounting systems.
* Strong analytical and problem solving skills.

**Work Experience & Domain**

* **Current Company:** 
  + - **Name of Company: - M/s. Hemal Corporation Pvt. Ltd.**
    - **From Feb 2015 to September 2016**
    - **Job Role :Table Work –office work- Tally Accountant ERP 9**
* **Job Profile :**
* Prepared & Maintain Purchase Bills, Sales Bills, VAT & CST, Bank Book & Cash Book, Balance Sheet and Profit & Loss A/C.
* Documented all accounting processes and procedures to ensure that they complied with company guidelines.
* **Previous Company :** 
  + - **Name of Company: - M/s. Madhovan Security Pvt. Ltd.**
    - **From September 2014 to December 2015**
    - **Job Role :Table Work –office work- Tally Accountant ERP 9**
    - **Job Profile: Prepared and Maintain TDS Challan, Bank book, Cash book, Balance sheet and Profit –Loss account.**

**ACHIVEMENTS**

* Certificated from Tally Champs in Tally ERP 9.

**PERSONAL PROFILE**

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| Husband’s name | Rutul H. Modi |
| Permanent Address | 11, Angan Flat, opp. Rambuag Police station, Near IBP petrol Pump, Maninagar, Ahmedabad-380008,  Gujarat. |
| Date of Birth | 16th May, 1992 |
| Gender | Female |
| Contact No. | (R) 7490000442  (M) +91 8460715583 |
| Email ID | [rutulmodi020@gmail.com](mailto:rutulmodi020@gmail.com) |
| Known Languages | English, Gujarati, Hindi |
| Hobbies | Watching T.V, Reading Books, Browsing Internet. |

## COMPUTER SKILLS

* M.S.Office. (WORD, EXCEL, Power Point).
* Tally ERP9

**PERSONAL STRENGTHS**

* Good in communication
* Willing to work individually group as well as
* Hard working & Self-confidence.
* Punctual in nature

**DECLARATION**

# I assure you that above information is true.

Place: Yours faithfully