The Manager, 

**Sub**: - **Application for the position of as Accountant, , Office Assistance, Office Executive.**

Respected sir,

With the reference to my Education Internship I would like to Place myself as prospective candidate in your Esteemed Organization.

To introduce myself, I am graduated with B.Com during April-May 2013

.

Please find here with the attachment of CV from your kind consideration.

**Thanking you,**

**CURRICULUM VITAE**

**Name: -** **SHIVANGI SUNDEEPBHAI SHAH**

**Address:** - 10/B, URMIL APPARTMENT,

**Vatva road,**

**Ghodasar**

AHMEDABAD-380001

GUJARAT, INDIA

CONTACT NUMB :9624199301 / 9033801841

**E-mail ID**: - **shahshivu2255@gmail.com** .

* Name : Shivangi Sundeepbhai Shah.
* Date of Birth : 8th Nov 1992
* Language Known : English, Hindi, Gujarati
* Mother Tongue : Guajarati
* Marital Status : married
* Sex : female
* Nationality : Indian
* Religious : Hindu
* Hobbies : Work on Computer, Travelling

**Educational Qualification:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **SR. No.** | **Examination** | **Board / University** | **Passing Year** | **Class** |
| 1 | B. COM | GUJARAT UNIVERSITY, AHMEDABAD | MARCH - 2013 | PASS CLASS |
| 2 | H.S.C | G.S.H.S.E.B GANDHINAGAR | MARCH - 2010 | 60.84 |
| 3 | S.S.C | G.S.E.B GANDHINAGAR | MARCH - 2008 | 58.59 |

**Work Experience:**

**1) SANJAY INDUSTRIES AND D.M.CORPORATION.**

3 Years Experience.

Accountant Assistant

2011 to 2013

**2) PRAKSHAL INFOTECH PVT LTD (IIHT)**

6 month

Accountant Assistant +counseling

2013 to 2014

**3) PKV CORPORATION**

2 Years

Accountant Assistant & Placement manager

2014 to 2016

**4) GABBAR ENGINERRING**

Accountant Assistant

Present

**HANDLING WORKING**

• Day to Day Accounting Entries in Trio / Tally   
• Preparing Purchase Orders &Sales Invoices

• p.o /b. o.q /quotation   
• Maintaining Books of Account Journal, Ledgers, Registers, Cash   
• Cash & Bank Reconciliation   
• Prepare By Return   
• Prepare Salary Slip   
• preparing P&L, Final Balance Sheet

•Tds , 402/403 From  
• Co-ordinate with CA and fulfill all his requirement   
• Liasoning with all Government Offices for any application, Queries, Submission etc.   
• Maintain various files in Excel, Word and other format   
• Handle all Banking & Tax related transactions and visit related authority to complete the task

**Salary details**

**Total Experience**: 5years

**Present salary:** 16500

**Notice period required** 30 days

**Additional information**

I regard myself a workaholic. i love challenge large of small and enjoy the ability to perform the assigned tasks using my hard work and presence of mind. I declare that the information furnished here-in-above is true to the best of my knowledge and belief.

* I am applying in view of better Industrial Exposure and Knowledge and hope for a positive response from your side.

**THANKYOU**

**YOURS FATHITHFULLY (SHIVANGI SHAH)**