**Sunil S Kanzariya**

**Address**: A/88 Bhavna Row House – Part 2 **Mobile**: (+91)9825239440

Nr- Old Railway Line, **E-mail**: sunikanzariya18@gmail.com

Ranip, Ahmedabad-382443.

**CAREER OBJECTIVE:**

* To work in a challenging environment, where I can put my best efforts to complete my responsibilities.

**EDUCATIONAL QUALIFICATION:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Qualification** | **Board/University** | **Passing Year** | **Per.** |
| 10th | G.S.E.B | 2006 | 56% |
| 12th | G.H.S.E.B | 2008 | 54% |
| B.Com | GUJ. UNI. | 2011 | 53% |
| M.Com (Sem-3) | GUJ. UNI. | 2014 | 50% |

**COMPUTER SKILL:**

* Basic Computer & Fundamental
* MS Office (Microsoft Excel, Word, MIS Presentation)
* Tally ERP 9
* Basic Computer hardware course

**PROFESSIONAL EXPERIENCE:**

* **J.C. Shah & Co.,**
* **Designation :** Audit Assistant
* **Duration :** 01 Year

**Job Profile:**

* Internal Audit & Bank Audit for (Accounting)
* Tax Audit
* **Maxroath Food Pvt. Ltd.**
* **Designations :** Account Asst.
* **Duration :** 06 Month

**Job Profile:**

* Sales & Purchase & Bank reconciliation entry.
* **V-Trans India Ltd.**
* **Designation :** Executive Auditor (Corporate Compliance Dept.)
* **Duration :** 16th Nov. 2012 to till date

**Job Profile:**

* Stock reconciliation & Short excess Report
* Knowledge of Sales Tax Record keeping
* Recommendations & suggestion of Company.
* Knowledge of Logistic activities.
* Accounting work in Tally & eCargo.
* Budget preparation of Compliance dept.
* Payment & Receipt entry
* Bank reconciliation entry
* Branch Audit as per ISO standard (Cash, Stock verification)

**KEY STRENGTHS:**

* Enough flexible to adopt new things.
* Sincere, Hard-working, Result Oriented, Good team worker, Committed to my work.
* Self-motivation and achieving impact by expressing ideas precisely, persuasively and effectively, listening and responding appropriately.

**PERSONAL INFORMATION:**

**Father Name :**  Shankarbhai B Kanzariya

**Date of Birth :**  26th Nov. 1990

**Gender :**  Male

**Languages Known :**  Gujarati, Hindi & English

**Marital Status :**  Married.

**REFERENCE:**

Yogendra Singh Kshatriya

**Thanks & Regards,**

Sunil S Kanzariya