**CURRICULUM VITAE**

**VISHAL S. CHAUHAN**

**Asst. Accountant**

Ph.: +91 8469667635

E-mail: [vishalchauhan7864@gmail.com](mailto:vishalchauhan7864@gmail.com)

**Academic Qualification: -**

|  |  |  |  |
| --- | --- | --- | --- |
| **Qualification** | **Board / Univ** | **Per. %** | **Year** |
| SSC | Gujarat Board | 53.55% | March-2008 |
| HSC | Gujarat Board | 56.35% | July-2010 |
| B.Com | Gujarat University | Under Graduate | March-2013 |

**Computer Skills: -**

* Tally General Knowledge
* MS Office
* MS-Word
* MS-Excel
* Power Point
* Internet

**Work Experience: -**

* Steelfit Engineering Co , Ahmedabad (Assistant Accountant-Nov-2014 To May-2019)
* At present I am working in Octagen Specialities LLP-Narol, Ahmedabad. As an Asst. Accountant Department from June-2019.

**Job Responsibilities: -**

* All works related to Bank
* L/C Documents, Bank Guarantee Documents, CC renewal, Opening New Bank Account for New Employee.
* NEFT/RTGS etc.
* Prepare Sale Invoice, Delivery Challan and Voucher
* Maintain Collection Book
* Salary Payment of Employee
* Month wise GST Credit & Debit Check
* Daily Inward-Outward Stock Maintain
* Tally in Accounting Voucher Entry

**Personal Information: -**

|  |  |
| --- | --- |
| Full Name | VISHALKUMAR SURESHBHAI CHAUHAN |
| Address | 329, Ramdevpir Temple,  Near Aanganvadi-1,  Badodara Gram-2, Hathijan,  Post-Geratpur,  Ta-Daskroi, Dist-Ahmedabad-382445. |
| Date Of Birth | 03rd August,1994 |
| Sex | Male |
| Mother Tongue | Gujarati |
| Nationality | Indian |
| Marital Status | Married |
| Language Known | Gujarati, Hindi, English |
| Hobby | Reading, Writing, Music |
| Height | 5’9’’ |
| Weight | 74 Kg |

You’re faithfully (VISHAL S CHAUHAN)