**PERSONAL DETAILS:**

|  |  |
| --- | --- |
| **ADDRESS :** YAXIT H. MISTRY  D/128 SHREYASHNATH SOCIETY,  KATHWADA ROAD,  NARODA-382330.  GUJARAT, INDIA | **MOBILE NO:**  (SELF):9723868850 |
| DATE OF BIRTH 7/03/1991 | **E-mail Address: yaxitmistry@gmail.com** |

**CAREER OBJECTIVE :-**

Progressive in chosen field by applying my creative skill. To develop career and expansion of my employer in an efficient and profitable manner. Wishing to be directed towards a responsible position in progressive organizations where my competencies could be usefully fully utilized.

### EDUCATION:

**2012 B.COM**

Gujarat University

**2008 H.S.C. From Saraswat Vidhyalaya Ghatlodiya**

**2006 S.S.C From Bhavik Vidhyalaya Chandlodiya**

### WORK EXPERIENCE:

**(01 Oct 2013 To Till Date) Gulab Oil & Food Ahmedabad Pvt Ltd.. Kalupur ,Ahmedabad**

**Position : Accountant.**

**( 03 April 2013 To 15 Sep 2013) Saral Controls ., Satellite Ahmedabad**

**Position:** Assistance Accounts & Purchase&Sale.

**(15 Oct 2011 To 10 March 2013) Trendy Rooms Export Pvt Ltd., Kubernagar, Naroda**

**, Ahmedabad**

**Position:** Assistant Accountant

**( 05 Oct2009 To 30 Sept 2011) Soham Accounting Services. ,Delhi Darwaja, Ahmedabad**

**Position:** Assistant Accountant.

**PRESENT JOB PROFILE :**

* Make Sale & Purchase& Payment & Receipt &contra & Journal Voucher Entry In Erp Software.
* Make Bank Reconciliation in a Tally& ERP Software
* Make Vat & Excise & TDS & Service Tax Excel File.
* Make Mail Corresponded.
* Handling cash and all cash payments.
* Make Attendance Daily Report.
* Day to Day Bank Transaction.
* Make R.T.G.S Document Preparation .
* Take weekly Software All Backup.
* Make Sales Order .
* Make Stock Kepping.
* Make Sales Co Ordinate Suarat Sales Depot & Indore Depo.

**PAST JOB PROFILE : ( OTHERS )**

* Make Sale & Purchase & Payment &Receipt &contra & Journal Voucher Entry In a Tally.
* Make Bank Reconciliation in a Tally
* Make Purchase Order & Performa Invoice &Sample Invoice.
* Make TDS Tax Excel File.
* Make Mail Corresponded.
* Handling The Patty Cash In Trendy Rooms Export Pvt Ltd .

**PAST JOB PROFILE : ( OTHERS )**

* Make Sale & Purchase & Payment & Receipt &contra & Journal Voucher Entry In a Tally.
* Make Bank Reconciliation in a Tally.

#### ADDITIONAL SKILLS:

* **Computing**: Good working knowledge of several Software including M s Office &Tally Erp-9 & Accounting Management Course In AMA.
* **Languages**: English, Gujarati, and Hindi.

#### INTERESTS:

#### I like to travel places & see movies.

* **Present Salary : 35000 Per Month. (CTC)**
* **Expected Salary : 50000 Per Month.(CTC)**

**YAXIT MISTRY**

**Mo :9723868850**