

# Jay Savaliya

## Account Manager

✉ jaysavaliya945@gmail.com ☎ 8850530839 📍 Miraroad-E (Mumbai)

### PROFILE

Account manager with 3+ years of experience and good team player. Working independently to handle assignments and always ready to take challenges. Quick learner with good communication and computer skills.

### SKILLS

- Standards of Accounting
- Bank Reconciliation
- Software Proficiency
- Data Analysis
- Critical Thinking
- Problem Solving
- Attention to Detail

### PROFESSIONAL EXPERIENCE

**Account Manager**, *Brijesh Boghani & Co (CA)* 

Jun 2019 – present  
Mumbai, India

### SOFTWARE

**Tally ERP9/Tally Prime**

**GSTR1 Filing/ GSTR3B**

**Excel**

## EDUCATION

**B.com**, *Prakash College of Commerce and Science*

Jun 2019  
Mumbai, India

## LANGUAGES

- English
- Hindi
- Marathi
- Gujarati