**Gayatri Sumitsinh Thakor** Plot no:861, Sector-8,

Sarojba Palace, Opp.church

Gandhinagr, Gujarat 382007

M:+918347887999

Email: [gayatri.0419@gmail.com](mailto:gayatri.0419@gmail.com)

***Job Objective: Junior Assistant Accountant***

To seek a position in a mid-tier accounting firm to meet the twin objectives of contributing to the goals and well-being of the firm, and to pursue a career affording opportunity for career advancement leading to personal and professional growth and development.

***Summary of Skills:***

* Excellent working knowledge of MS Office
* Superior ability to interpret and execute instructions from seniors
* Ability to prioritize and meet deadlines
* Self- motivated, hard worker, and fast learner

***Education:***

* **Master of Professional Accounting** Expected Graduation**-**

Charles Darwin University, Melbourne, Australia November 2018

* **Integrated Professional Competency Course (Group-1)** November-2011

The Institute of Chartered Accountants of India,

Ahmedabad, Gujarat, India

* **Bachelor of Commerce** Graduated April- 2008

Gujarat University- HL Institute of Commerce

Ahmedabad, Gujarat, India

***Working Experience:***

Assistant Accountant Intern

Platinum Accounting, Melbourne, VIC

July 2018 – Sep. 2018

* Coding Account receivable and Accounts payable
* Bank and Credit card Reconciliation
* Set up employee and processing payroll
* Cost centre reporting
* Administrative assistance

Assistant Accountant

Sameer Ghanchi & Associates, Gandhinagar, Gujarat, India

April 2015 - January 2017

* Update account receivable and issue invoices
* Post and process journal entries to endure all business transaction are recorded
* Update financial data in database to ensure that information will be accurate and immediately available when needed
* Assist senior accountants in the preparation of monthly/yearly closings
* Assist with other accounting projects

Accounting Intern

Jayprakash G. Shah & Co. (Chartered Accountants)

401, Shalin Complex, Sector-11, Gandhinagar, Gujarat, India

February 2012 – February 2015

* Identified and resolved problems in invoices comparing it with price list and purchase orders
* Recorded daily business transactions into the system
* Performed necessary correction in reports and informed seniors
* Assist senior in auditing
* Ensured safety and security of digital and physical accounting files

***Computer Skills:***

Accounting Software – Tally, MYOB

Application Systems – MS Word, MS Excel

***References:***

Available on request