

RESUME

VAISHALI AKSHAY DODIYA

B-404, Hari Kirshna Icon,
Near Community Hall,
Dindoli,
Surat-394210.
Mob No : 8460325168
Email id : nandhavaishali98@gmail.com

Objective

To join a forward-thinking organization where I can contribute meaningfully while advancing my career in web development. With a background in accounting, I am transitioning into IT to focus on building dynamic, user-friendly websites and applications. Currently developing my skills in HTML, CSS, JavaScript, and JQuery, I aim to leverage my analytical mindset and growing technical expertise to understand the full software development life cycle and become a proficient web developer.

Personal Details

Date of birth : 04-02-1998
Marital status : Married
Gender : Female
Nationality : Indian
Language known : Gujarati, Hindi, English
Hobbies : Drawing, reading & listening music
Field of interest : Web Development , Graphic design, Accounts and Finance

Qualification

Education	Board/University	Year	Grade/Percentage
S.S.C	G.S.E.B	2013	78.33 %
H.S.C	G.H.S.E.B	2015	85.14%
B.COM	SAURASTRA UNIVERCITY	2018	7.68 CGPA
M.COM	SAURASTRA UNIVERCITY	2020	8.20 CGPA

Work Experience

Raymond Showrooms - Rajkot (15/06/2020 - 31/07/2021)

Accountant

- Billing
- Manage all accounts
- Work as cashier

Dhaval Sudani & Associates - Rajkot (01/08/2021 - 30/04/2022)

- GST related work - GSTR1 & GSTR3B filing, GST registration, GST reconciliation, GSTR2B download and ITC check, challan download and paid, E-Way bills.

SBI Capital Securities - Rajkot (04/07/2022 - 31/12/2022)

Relationship officer

- Opening demat account.
- Solve queries of customers related to banking product.

Finbuzz - Rajkot (10/07/2023 - 30/11/2023)

Accountant

- Purchase bill entry, all expenses & income entry, banking transactions, petrolpump accounts written in Tally, Form-16 or other form download, TDS filing, GST related work - GSTR1 & GSTR3B filing, GST registration, GST reconciliation, GSTR2B download and ITC check, challan download and paid, E-Way bills.

Technical Skills

- Course on Computer Concepts (CCC) 3 months
- Tally
- Miracle Software
- Basic Knowledge of HTML, CSS, Javascript, JQuery

General Skills

- Team work, decision making positive attitude.

Declaration

I hereby inform you that all the information above is true to the best of my knowledge and belief.