CURRICULUM VITAE

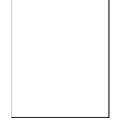
NAME: - NAILESH DILIPBHAI SHETHIYA

ADDRESS: - B/203 Om Brahma Apt,

Near Nageshwar Mandir, Kapol Niwas, Gopcharpada,

Veer Savarkar Road, Virar (East) Pin: 401305 9834273514/9320376783

naileshshethiya0966@gmail.com



• Carrier Objective:-

Looking forward to work with the company where I can have my working growth and want to work along with the experienced persons to improve my skills and knowledge.

• Educational Qualification:-

Sr. No.	Course	Board/ University	Institute	Year	Percentage
1	T.Y BBI (Bachelor of Banking & Insurance)	Mumbai University	Anna Saheb Vartak College of Vasai	2020	O GRADE
2	H.S.C	Gujarat Board	S.M.J.C.K.R.Higher secondary school	2017	74%
3	S.S.C	Gujarat Board	K.K.J.P. High school	2015	69%

Basic Skills:-

- ✓ Tally Prime & Tally ERP9
- √ Advance Excel
- ✓ FINAC
- ✓ Typing Speed 40 WPM
- ✓ Good Communication Skill
- √ Hardworking & Confident
- ✓ Positive Attitude & Quick Learner

• Experience:-

2 Years of experience as Accountant at Classic Steels

Joining Date: - 1/08/2020

Current CTC: - 20,000/-

Expected CTC: - 23,000 - 25,000/-

Responsibilities:-

- ✓ Sales and Purchase Entries
- ✓ Receipt and Payment Entries
- ✓ Making journal Entries on regular basis
- ✓ Managing Bills Receivables And Bills Payables
- ✓ Finalization of Accounts
- ✓ Managing Balance Sheet And Profit Loss Account
- ✓ Managing Petty Cash And Expenses
- ✓ Handling Debtors and Creditors
- ✓ Creating Debit Notes & Credit Notes
- ✓ Preparing Performa Invoice
- ✓ Maintaining Stock Entries and Raw material Entries
- ✓ Maintaining Entries of polish workers on daily basis and making payment for the same
- ✓ Preparing and Verifying data before GST submission
- ✓ Preparation and Verification of E-way Bills regularly
- ✓ Working of salary of Employees on monthly basis
- ✓ Basic Knowledge of ESIC, PF, And PT
- ✓ Handling TDS, TCS Calculations and Workings
- ✓ Making payment through NEFT & RTGS on regular basis
- ✓ Bank Reconciliation, Rectification and Verifying Bank Statement
- ✓ Dealing with other financial matters on Daily basis.

• Experience:-

10 Months experience in Lalan Collection

Designation: - Salesman

Responsibilities:-

- > Attending customers
- Managing other work the work of the shop,
- Coordinating with other staff members.

• Personal Information:-

✓ **Date Of Birth**: 16/09/1999

✓ **Age:**- 22

✓ **Known Languages:** English, Hindi, Gujarati, Marathi

✓ Hobbies: Learning new things, Music, Workout, Trips,

✓ Gender: Male✓ Nationality: Indian

✓ Native Place:- Kutch (Gujarat)

DECLARATION: - I hereby declare that details furnished above are true and correct to the best of my knowledge.			
Date: - Place: -	Nailesh Shethiya		