

SMIT KANUBHAI SUTHAR

Email: gajjarsmit658@gmail.com

Career Interest:

To lead the best motivated work force in the highly effective way with challenging tasks and calculated risks for the growth of organization.

Professional Assignment

Aug'21 – Till Date : Gopal Snacks Pvt. Ltd.
Designation : Billing Assistant
Job Responsibility :

- *Reporting directly to Account & Finance Department.*
- *Preparing Dealer's Selling Bills*
- *Preparing Branch Transfer Bills*
- *Preparing Also Credit & Debit Notes*
- *Handling Selling for Modasa plant of Gopal snacks Pvt. Ltd.*

Jan'21 – Mar'21 : OXEN LABS.
Designation : Accountant
Product Handles : Account
Job Responsibility :

- *Reporting directly to Head.*
- *Preparing daily Accounting entry. (i.e.: Bank Receipt, Payment (NEFT/RTGS/CHEQ)*
- *Preparing to Reconciliation of Bank Account Statement and Party Ledger on weekly and monthly basis.*
- *Preparing to Stock Statement on monthly basis.*
- *Preparing to Order Booking, Sales and Purchase Invoice Entry in Monitor plus System on daily basis.*
- *Company is dealing in Veterinary Medicine.*

Nov.'19 – Dec'20 : SJVP & ASSOCIATE (CA JITENDRA N DARJI)
Designation : Accountant
Product Handles : Account
Job Responsibility :

- Reporting directly to Chartered Accountant.
- Handled Accounts of their prestigious clients.
- Other Key areas handled - filing of Income Tax Return and Monthly GST Return of clients, maintaining their accounts.

Education

Qualification	Year of Passing	Board/University/ College	Percentage
SSC	2016	GSEB	54.81%
HSC	2018	GSHSEB	74.89%
B.COM	2021	Gujarat University	Second Class

Technical Expertise:

- Operating System : Windows
- Account Software : Tally ERP9, Miracle, Tally 7.2,SAP

Strengths & Skills :

- Self confident
- Good communication skills
- Hard worker
- Responsible and always work as a team
- Accounting

Personal Details

Date of Birth : 30th December, 2000
Father's Name : Mr.Kanubhai Bhailalbhai Suthar
Marital Status : Un-Married
Address for Permeant: 59/P Navdurga Society
Deesa Highway
Devpura, Palanpur-385001
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(SMIT SUTHAR)