

# 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](mailto: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	<b>T.Y BBI</b> (Bachelor of Banking & Insurance)	<b>Mumbai University</b>	Anna Saheb Vartak College of Vasai	2020	O GRADE
2	<b>H.S.C</b>	<b>Gujarat Board</b>	S.M.J.C.K.R.Higher secondary school	2017	74%
3	<b>S.S.C</b>	<b>Gujarat Board</b>	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**