

# [RESUME]

**Harshad H Laniya**

## Contact

ADD-  
AT-BOTAD  
PALIYAD ROAD BOTAD  
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## Skills

- Company manage account
- Sales,Purchase,Bank Book
- Ledger manage, balansheet,
- P&L, Trading ac, cashbook
- Bank Cash Credit, Term Loan Document
- Export Account
- MS OFFICE
- EXCEL
- WORD
- GUJARATI HINDI ENGLISH typing
- Computer Hardware Software releted
- issue solve

## Language

GUJARATI / HINDI

## Reference

Your Website....

## Qualification

**Degree Title**

B.a

**Institute Name**

Botadkar College [Bhavnagar univercity]

**Duration Year**

2006-2008

## Work Experience

**Accounting Experiance 12 Year**

**For Cotton Ginning Fectory 12 years.**

**Anual Turnover 90 to 100 cror.**

## Presently Working At

**CERAMIC TILES EXPORT COMPANY MORBI**

**All Manage Account Domestic and Export**

EXPORT INVOICE ,PACKING LIST ,ANNAXURE,VGM

COMMERCIAL INVOICE, PACKING LIST

PI, PO LOADING

SHIPPING BILL (CHA )

BILL OF LEDING (FORWADER )

BANK BRC GENERATE DOCUMENT WORK

MONTHLY COMPANY PROFIT & LOSS

## Duration Year

2008-2022

## Operate account Software

Miracle RAJKOT

10 year

Your Faithfully  
Harshad