

**JOSHI PARTH A.**

“A-96” “DWIJ”  
“HARI OM PARK SOCIETY ”  
Mahendranagar Ghuntu road,  
Morbi – 363 642.

Mobile : + **91 – 74053 63509**  
**91739 41154**

To,

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**Reference:** Resume for Job Application.

Dear Sir,

I have come to know from Reliable Source that there is a vacancy in your organization. I present my self as a candidate for the same post.

Since I meet all the required qualification & experience condition. I wish to offer my candidature for the same and enclosed hereunder my details relevant to the job.

I assure you, sir that if selected I shall do my work most conscientiously.

Waiting for your favorable reply.

Thanking You.

Yours Faithfully,

(Parth Joshi )

## **-: RESUME :-**

### **Personal Profile:**

- (1) Name: **Parth Arvindbhai Joshi**  
“A-96” “DWIJ”
- (2) Address: “HARI OM PARK SOCIETY ”  
Mahendranagar Ghuntu road,  
Morbi – 363 642.
- (3) Contact Number: **+ 91 7405363509**
- (4) E-Mail: [parthj@rbi.edu.in](mailto:parthj@rbi.edu.in)
- (5) Date of Birth: 28<sup>th</sup> March 1994
- (6) Sex: Male
- (7) Language Known: Gujarati, English , Hindi
- (8) Hobbies: Reading & Sports,
- (9) Marital Status: Married
- (10) Nationality: Indian

### **Objective**

To reach the pinnacle of success through dedication, honesty and hard work. Looking for an employer that will help me in achieving this goal in a symbiosis relationship.

### **Educational & Qualification:**

Sr. No.	Qualification	Year	Percentage
1	SSC	2009	55.38%
2	HSC	2011	64.66%
3	B.B.A	2014	64.66%
4	M.B.A.(FINANCE)	2017	6.40 CPI

## ➤ **Computer Knowledge**

**Ms Office**

**Tally. ERP 9 & S.A.P**

**Internet Explorer**

## **Working Experience:**

- (1) I have also Experience SHUBH TILES In Office OR Accounting Also Knowledge of transport Bhavna Road ways in Accounting And Mix Up for 1.5 Year.
- (2) I have been worked in chief court morbi as An out source assistant for 9 month
- (3) I have been worked SimpoloVitrifide PVT LTD at old ghutu road as a Account Assistant from 10<sup>th</sup> Feb-2020 To 28<sup>th</sup> Feb-2021
- (4) I have been Currently Working at Kami Colourcera Pvt Ltd. In AccountDepartment As An Account Executive From 01<sup>st</sup> Mar-2021

## **Responsibilities:**

- **General Ledger Accounting**
- **Month, quarter and year End Close**
- **Accounts receivable/account payable**
- **Expense reporting and analysis**
- **GST Basic**
- **Financial Statements Preparation And analysis**
- **Billing/Collection**
- **Make an entry from each financial transaction**
- **Prepare account reconciliation**

## **Strength:**

- **Committed to my work.**
- **Hardworking, patient, flexible, honest and reliable.**
- **A good team worker.**
- **Able to adapt quickly to new situations and work efficiently.**
- **Self – motivated.**

Yours Faithfully,

(PARTH A. JOSHI)

