

# CURRICULUM VITAE

## Personal Information

**Name** : Shital Rajeshbhai Suthar

**Residential Address** : 65, Ramkrushnanagar, Alwanaka  
G.I.D.C. Road, Manjalapur  
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PIN -390011

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**Email ID** : [mewadashital28@gmail.com](mailto:mewadashital28@gmail.com)

**Date of Birth** : 28<sup>th</sup> August 1995

**Marital Status** : Unmarried

## Objective:

To obtain a position in an esteemed organization where the growth potential is ample and where learning opportunities exist, having an open environment for ideas responsibilities are assigned with guidance and where my hard work and sincerity will be recognized and honored. I can contribute for the overall growth of the organization.

## Skills:

- Basic Data analytical skills over Microsoft office and Microsoft Excel;
- Excellent Interpersonal skills, communication, Time management;
- Confront challenging complications and maintain work balance under pressure

## Academic Qualification

Status	Subject	Board/University	Year
Tally ERP 9	Accounting	SIGMA ACADEMY	2011-12
B.Com	Accounts	Gujarat University	2014-15
H.S.C	General	GHSEB	2011-12
S.S.C.	General	GSEB	2009-10

**Functional Highlights :**

Organization	Designation	Role
Swastico Pipe & Tube Pvt Ltd.	MIS Accountant (From June 2023 to Continue)	<ul style="list-style-type: none"><li>- Recording from receiving client data</li><li>- Maintain Purchase Invoices and Sales Invoices</li><li>- Maintaining Tax Ledger and Vendor Management</li><li>- Banks Reconciliation</li><li>- Knowledge of TDS &amp; TCS</li><li>- Prepared TDS Sheet in Excel</li><li>- Prepared GST Return</li><li>- Stock Maintain</li><li>- Other Work</li></ul>
Nilesh Mistry & Co.	MIS Tax Consultant (From Dec 2019 to May 2023)	<ul style="list-style-type: none"><li>- Recording from receiving client data</li><li>- Maintaining a Company Purchase and Sales Ledger</li><li>- Maintain Purchase Invoices and Sales Invoices</li><li>- Banks Reconciliation</li><li>- Preparing data of GST in MS Excel</li><li>- Filing GST Return</li><li>- Solving query regarding GST</li><li>- GST Registration</li><li>- TDS Filing</li><li>- Filing Salary ITR</li><li>- Other Work</li></ul>
POSUN TRAVELS	MIS ACCOUNT ASSISTANCE (From Feb 2018 to Nov 2019)	<ul style="list-style-type: none"><li>- Prepared quotation of difference type of place</li><li>- Recording Purchase / Sales and Cash entries</li></ul>

**Hobbies & Interests:**

1. Cooking, Playing and watching Cricket, Reading Books, Listening Music.
2. Interest in Travelling & focus on learning more about Excel and new things.
3. To apply innovative thought process on any challenging task assigned to me.

**Declaration :**

I hereby declare that the information furnished above is true to the best of my knowledge and belief. And I will abide by all the rules and obligation of your prestigious organization.

**Thanking You.****Shital Shuthar**