



OBJECTIVE

I seek challenging opportunities where I can fully use my skills for the success of the organization.

EXPERIENCE

Ipca Laboratories Limited

September-2021 - Present

Jr. Officer Accounts

- All materials RMPM bills entries.
- sales invoice bills making (Solvent, Scrap, branch transfer etc bills)
- Checking and passing Service bills. (freight/RCM)
- GIM checking & all materials (R&d, Qc, Eng store) bills checking & process.

IGL Fertilizers Pvt Ltd

October-2020 - August-2021

Accountant

- Working with sales, purchase, payment, receipt, journal and other entries in ZIP ERP software.
- Knowledge of GST entries in ERP & monthly calculated GST working & TDS.

Gujarat Metals And Chemicals Company

September-2019 - March-2020

Accountant Assistant

- Working with all entries in tally ERP 9 software.
 - Checking to make sure payments in amounts & records are correct.
- Knowledge of GST & TDS.
- Managing Petty cash Transactions.

India Boiler Dot Com

May-2018 - August-2019

Account Assistant

- Maintain all voucher entries.
- Bank reconciliation.
- Support Auditors in completing audit.
- Examine statements to ensure Accuracy.

EDUCATION

M.S.University	2017
M.Com in Banking and Insurance	
58%	
M.S.University	2015
B.Com in Finance and Account	
69%	
Satyanarayan Vidhyalaya	2012
H.S.C	
74%	
Satyanarayan Vidhyalaya	2010
S.S.C	
61%	

SKILLS

•Tally ERP 9 •ZIP ERP •Oracle (Citrix Supply Chain Management system) •M.S.Office (Excel, Word)

PERSONAL DETAILS

Date of Birth : 18/07/1995

Marital Status : Single

Nationality : Indian

Languages : English , Hindi , Gujarati

Gender : Female

DECLARATION

I do here by declare that the above mentioned information is true to the best of my knowledge.