

RESUME

M.COM (Account & Finance)

Personal Information:

Name : Megha Harshil Bhavsar.
Resi. Address : B-38, Rameshwari Society,
Near Vinay Society, Ajwa Road,
Vadodara – 390 019.
Date of Birth : 17/04/1997 (24 years)
Gender : Female
Religion : Hindu (Vaishnav)
Languages Known : Gujarati, Hindi, and English
Mail ID : harshilbhavsar56@yahoo.com
Mobile no. : 9638081704, 9925184482

Educational Qualification :

- **Std. 10 Passed** with **69%** in March-2012 from Guj. S.S.C. Board, Gandhinagar
- **Std. 12 Passed** with **89%** in March-2014 from Guj. H.S.C. Board, Gandhinagar
- **B.Com Passed** with **68%** in March-2017 from M.S University.
- **M.Com in Accounting & Finance Passed** with **70%** in March-2019 from M.S University.
- **Tally + GST Certified Course** with A+ Grade in 2019.

Basic Skills:

- Basic knowledge of Windows, MS-Office,
- Tally & Accounting Software
- GST Portal

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Companies Visited: (For Practical Project)

- GST Office - Vadodara (Alkapuri – Chakli Circle)
- ADANI PORT HAZIRA - for Training of Import & Export procedure as an Educational study project from M.S. University.

Experience : 4.1 years

* I have worked for the period of 14/09/2016 to 30/03/2021 as a **Sr. Accountant** with “**Wonky Works**” at BIDC, Gorwa, Vadodara.

* I have working since 01/04/2021 to Till date (Continue) as a **Sr. Executive** with “**Analab Scientific Instruments Pvt. Ltd**” at **Sardar Market, Ajwa bypass**, Vadodara.

Nature of Job 1: (At Wonky Works.)

- * Manage Studio Work. (Sales Quotation, Planning, Purchase, Production, Dispatch, Accounting)
- * Prepare Invoices of Sales & Purchase with GST & Maintain yearly Balance Sheet.
- * Send Payment Reminder to Customer & Collection of Payment.
- * Prepare Salary Sheet as per Monthly Register & Calculation of Salary.
- * Doing All Type of Accounting Work.

Nature of Job 2: (At Analab Scientific.)

- * Manage Sales Quotation, Dispatch, Accounting.
- * Prepare Invoices of Sales & Purchase.
- * Manage store with daily stock report & update stock in system.
- * Doing All Type of work for Sales Department & Store Department.

Salary Drawn : Rs. 14,000/- (CTC)

Yours faithfully

(Megha Bhavsar)
