

Curriculum Vitae

SURTA HARDIK DESAI

G-404 BHAVIYAM HOME,
NEAR ATLADRA WATER TANK,
ATLADRA,
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CAREER OBJECTIVE

Looking forward to a position of responsibility in the field of Finance towards the overall success of the organizational objective and society at large.

PROFESSIONAL EXPERIENCE

<u>Name of the organization</u>	<u>Designation</u>	<u>Period Served</u>
Yogeshwar Spring Industries	Accountant [Looking Sales invoice, Purchase invoice ,Way Bill ,Bank update ,Tds ,journal exp . voucher,sales order ,purchase order sheet maintain,Labour sheet E MAIL etc.	<u>15-02-2022 to</u> <u>31-06-2023</u>
PRIMA EQUIPMENT	Account Assistant [Looking Sales spare,service invoice,Purchase,Way Bill,Stock,Bank update,Tds excel maintain,journal exp voucher	02/08/2021 to 30/10/2021
SURYA FINE CHEM	Account Assistant [Looking Sales,Purchase,Bank (Reco) ,Cash and Inventory Entries]	NOV 20 TO 15 FEB 21
RAJPUTANA STAINLESS LIMITED	Account Assistant <ul style="list-style-type: none">Looking after all Accounts books like petty cash book, Journal Ledger, Sales Register, Purchase Register, Purchased Expen & Expen Service Register, Bank register,Import & Export.	1.4.2009 TO

	<ul style="list-style-type: none"> Looking after all taxes Sales Tax (Form No.'C' & 'H') pertaining to outgoing of Sales and incoming of purchase and others details from Sales register and purchase register . Maintain Inventory Report Reconciliation bank statement 	6.6.2020

PROFESSIONAL/ ACADEMIC QUALIFICATION

Course/ Level	Month/Year	Institute/ University/ Board
M.Com	2008	MSU
B.Com	2006	MSU
H.S.C	2003	Gujarat Higer Secondary Education Board
S.S.C	2001	Gujarat Secondary Education Board

COMPUTER SKILLS

- MS office
- Tally (PRIME)

PERSONAL DETAILS

Father's Name : Dineshbhai Ravat
 Birth Date :16.06.1985
 Marital Status : Married
 Languages Known : Hindi ,Gujarati & English

DECLARATION

I hereby declare the above mention details are true to the best of my knowledge and belief.