



# VASAVA PALLAVI KANTILAL

Rosary cooperative housing society near eme circle fatehgunj  
7874246115 | vasavapallu16@gamil.com

---

## Objective

To be a successful person with my learning capabilities and I want to share my skill and knowledge to become one of the best professional in my field.

---

## Experience

- **Enbee Education Centre** -  
Account assistance
  - Entry of Day to Day Transactions in Tally ERP 9.
  - Preparing payment vouchers and cheques.
  - Preparing Receipt vouchers.
  - Sales and purchase records & registers.
  - Maintaining Bank Reconciliation Statement & Ledger
  - Debtor and Creditor reconciliations.
  - Filling paperwork & maintain excel sheet.
  - Mail checking.
  - File auditing.
  - Maintaining files and documents.

---

## Education

- **Ambe vidhyalaya** March - 2015  
S.S.C.-GSEB  
67%
- **Ambe vidhyalaya** March - 2017  
H.S.C  
59%
- **MS University Of Baroda** April - 2020  
Bachelor's of commerce  
52%

---

## Skills

- Computer knowledge
- Excel
- Power point
- MS word
- Good typing
- Good communication

---

**Personal Detail**

- Date of Birth :16/01/1999
- Marital Status : Single
- Nationality : Indian
- Known Languages : English,Hindi and Gujarati
- Gender : Female

---

**DECLARATION**

- I hereby declare that the above written particulars are true and correct to the best of my knowledge and belief.