

# RESUME

KAPADIA JAYESHKUMAR RAMESHBHAI

- Address :- At and Post Sejakuwa,
- Taluko :- Padra
- Dist :- Vadodara
- PIN :- 391440
- Contact No. :- +91 9316313758
- Email ID :- [jayeshrkapadia@gmail.com](mailto:jayeshrkapadia@gmail.com)

## CAREER OBJECTIVE :

- To solve problems in an effective and creative manner in a challenging position.
- Become a successful accountant in accounting field

## EDUCATIONAL QUALIFICATION :

Sr. No.	Qualification	Board	Passing Year	Per/Grade
1	S.S.C.	GSEB	2011	54.28%
2	H.S.C.	GHSEB	2014	41.42%
3	B.COM	GUJ.UNIVERSITY	2018	49%

## PROFESSIONAL QUALIFICATION :

I have completed ICA ( institute of computer accounts ) course.

I have completed Tally DCIA course at Swastika Infotech Pvt. Ltd.

## TECHNICAL SKILLS :

- Tally prime, Tally ERP 9
- Ms-Office ( Ms-Word, Ms-Excel, Ms-Power point)
- PC softwares install – uninstall
- Internet surfing

## STRENGTH :

- Positive Attitude
- Hard working
- Mature in PC skill

## EXPERIENCE :

- I have done job in Kochar Infotech Pvt. Ltd. as a customer support executive
- I have done job in Teleperformance India Pvt. Ltd. as a customer support executive
- I have done job in MyAdvisor Finserv Pvt. Ltd. as a back office executive
- I am doing job in Kanny Exim Products & Services Pvt. Ltd. as an accountant.

## PERSONAL DETAIL :

Full Name :- Jayeshkumar Rameshbhai Kapadia  
Date Of Birth :- 18 march 1993  
Gender :- Male  
Nationality :- Indian  
Marital Status :- Unmarried  
Language Known :- English, Hindi & Gujarati  
Mother Tounge :- Gujarati  
Hobby :- Driving bike, knowing something different from society, and  
downloading motivation videos from internet

## DECLARATION

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

Date :-

Place :-

Your's faithfully

JAYESH R. KAPADIA