

## **Shital Malaviya 23 Year, Female**

**Email:** [shitalmalaviya31@gmail.com](mailto:shitalmalaviya31@gmail.com)

**Mobile No:** +91-83478 51271

**Present Address:** C-404, Fortune Greens, Vasna Bhayli Main Road, Near Wabes Club, Essar Petrol Pump, Vadodara - 391410

### **CAREER OBJECTIVE**

To put my abilities and learning skills to best use and make my effective contribution to an organization for a bright and rewarding career.

### **KEY SKILLS SUMMARY**

I am having 1+ Year experience in Accounting & Finance Field with the knowledge of Tally software with inventory.

### **PROFESSIONAL EXPERIENCE**

1. **PERSANG ENTERTAINMENT PVT. LTD.**

**Manufacturer & Traders of Karaoke Speaker & Regular Speakers, Microphones**

**Sales, Service for International & Domestic**

201 – 203 Siddharth Excellence, Opp. D-Mart, Vasna Rd, Vadodara, Gujarat 390007

Period: Feb. 2022 to till now

**Designation:** Account Executive

### **JOB DESCRIPTIONS**

- Preparation of all types' vouchers like Contra, Bank, Journal, Sales, Purchase, Receipts, Payments and many more.
- Making all types of documents like **Tax Invoice with E-Invoice, e-Way bills** & delivery challan.
- Bank reconciliations of many banks.
- Bill wise Accounting Ledger Reconciliation with clients and vendors.
- Payment & outstanding Co-ordinations with clients and vendors.
- Office internal co-ordination:- E-mail Communications, E-Commerce Voucher Entry in the Books (Amazon, Flipkart & Website Orders)

### **TECHNICAL SKILLS**

- Precise work on accounting Indian Popular software of **Tally Prime, Tally ERP9** & International accounting software **ZOHO Books**.
- Computer Basics & Excellent work in Microsoft Excel.

#### ACADEMIC CAREER

- M.com completed from Bhakta Kavi Narsinh Mehta University, Junagadh in 2021
- B.Com completed from Bhakta Kavi Narsinh Mehta University, Junagadh in 2019
- 12<sup>th</sup> Pass from Gir Somnath, Gujarat Board (Gujarat) in 2016
- 10<sup>th</sup> Pass from Gir Somnath, Gujarat Board (Gujarat) in 2014

#### PERSONAL DETAILS

- Name: Shital Malaviya
- Father's Name: Hareshbhai Malaviya
- Date of Birth: 31<sup>st</sup> July, 1999
- Marital Status: Unmarried
- Languages known: Gujarat, Hindi & English

#### DECLARATION

I consider myself familiar with Account & Finance aspects. I am also confident of my Ability to work in a team. I hereby declare that the information furnished above is true to the best of my knowledge.

**|| Thanking You ||**

**With Best Regards,**

Shital Malaviya

Mo: 83478 51271