

RESUME

RAJ AJAYSINH RANJITSINH

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Address : Darbar Gadh, Bhetasi Vanta - 388307

Ta: Anklav, Dist: Anand



➤ Career Objective:

To seek an opportunity in a well-known organization that allow me to develop and enhance my skills, and become a valuable part of the oragansation's growth.

➤ Educational background:

- I Have Completed **B.com** from S.P. University in the year 2021 with **8.21** GPA.
- I Have Completed **M.com** from S.P. University (P.G.B.S) in the year 2023 with –
- I Also completed **Tally Course** from S.P. University in the year May 2023 with **9.50** GPA.

➤ Skills:

- Knowledge of MS Office (Excel, Word, PP) and Tally Prime.
- Ability to prepare journal entries.
- Knowledge of bank reconciliation.
- Excellent communication skills – Verbal & Written.
- Strong analytical, problem solving and task completions skills.
- Ability to understand various financial statement.
- Time management skills.
- Knowledge of TDS, TCS, And GST.

➤ Personal Details:

- **Date of Birth** : 21 May, 2001
- **Gender** : Male
- **Marital Status** : Unmarried
- **Nationality** : Indian
- **Religion** : Hindu Rajput
- **Language Known** : Gujarati, Hindi, English
- **Hobbies** : Travelling, Playing cricket, Music & Movies

➤ Declaration

I hereby declared that the information furnish above is true and fair to the best of my knowledge.

PLACE:

AJAY RAJ

DATE: