

# **RESUME**

## **Apexa Rameshbhai Thakkar**

Phone: (M) 9106716901, 9510642003

Email: [thakkar.apexa23792@gmail.com](mailto:thakkar.apexa23792@gmail.com)

### **PROFESSIONAL SYNOPSIS**

To associates I with an organization that provides a challenging job and opportunity improve innovative skills.

### **ORGANISATIONAL WORK EXPERIENCE:**

<b>Company</b>	<b>Designation</b>	<b>From</b>	<b>To</b>	<b>Experience</b>
Kamya Shipping Pvt Ltd	Account Executive	10 <sup>th</sup> April 2023	Continue	
Spider Facilities Services	Account cum Admin Manager	Oct 2019	April 2023	3 Years 6 Month
Thakrani and Associates (Advocate)	Accountant cum Typist (Part time)	March 2021	Nov 2021	10 Months
J. J. Travels	Accountant	July 2017	Jan 2019	1 Years 6 Month
Waltair ChemicalsAt: Vadodara	Account cum Admin Executive	June 2016	July 2017	1 Years 1 Month
LIC Office	Computer Operator (Part Time)	May 2015	April 2016	1 Years

## **PRINCIPAL JOB DUTIES ARE MENTIONED BELOW:**

- Accounting entries i.e., Purchase, Sales, Bank, Cash, Journal, Receipts, Payments etc.
- Preparation of TDS Data sheet & Payment
- Preparation of GST Return Data Like GSTR 1, GSTR 3B, Reconciliation of ITC with GSTR-2B
- E invoice and E way Bill.
- Bank Reconciliation and reconciliation and closure of receivable and payable accounts.
- Banking relates working i.e., RTGS, NEFT, Cheques Deposits, Submission of other Required documents.
- Salary register maintain and payment of salary to employees.
- Employees attendance verification.
- Preparation of Quotations.
- General Back Office work.

## **ABILITY AND STRENGTH**

- I am a highly motivated individual who is always willing to put that extra bit of effort into any assignment that I undertake.
- My strongest assets believe are my ability to concentrate for long period of time, my willingness to confront difficult problems and the will to perform under pressure.

## **SPECIALIZED QUALIFICATIONS**

<b>Examination</b>	<b>Year</b>	<b>Institution</b>
M.Com	2015	M.S. University, Vadodara
B.Com	2013	M.S. University, Vadodara
Diploma in Accountancy	2010	A.V. Commerce polytechnic

## **IT SKILLS**

- Working knowledge of Microsoft word, Excel and Power Point Presentation.
- Working knowledge of accounting software Tally Prime.

## **INDIVIDUAL DETAILS:**

- Name : Apexa Thakkar
- Birth Date : 23/07/1992
- Address : B-104, Crystal White  
Near Priya Cinema Road,  
Vasna Bhayli  
Vadodara-391410

## **DECLARATION:**

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

**Apexa Thakkar**