

KETAN RANJITSINH JADAV

Address: E-25 Madhav Park Society, Sun-Pharma Road, Atladara Road, Vadodara, Gujarat, India.

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OBJECTIVE :

To work for a professional which offers challenging opportunities, an excellent cooperative working environment to utilize my professional and technical knowledge, enabling me to improve my abilities, develop my functionality, and improve the organization plans and work procedures.

EXPERIENCE SUMMARY:

➤ **J.M. Pabari & Associates Chartered Accountants**

From: July-2021 to Feb 2022

- Audit
 - Data Entry
 - Bank Reconciliation
 - Back Office
 - Accounting in TALLY ERP9
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ACADEMIC QUALIFICATIONS:

- **Master Of Business Administration**
Parul University, Vadodara.

2022-Pursuing

- **Bachelor of Commerce**
The Maharaja Sayajirao University of Baroda

2019 -2022

IT SKILLS:

- Microsoft Office package: Microsoft Word, Excel, PowerPoint
 - Database operation: Microsoft Office
 - Auditing
 - Familiar with other office related work.
 - TallyERP9
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EXTRA QUALIFICATIONS CERTIFICATES**ACHIEVEMENT:**

- Certificate in Computer Accounting TALLY ERP9
 - Certificate in Computer Basic
 - Certificate in Finance Department
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PERSONAL DETAILS:

- Date of Birth: 10th Oct,2001
- Marital status: Unmarried
- Languages Known: Gujarati, Hindi and English

DECLARATION

I hereby declare that the above information is true to the best of my knowledge.

Place: Vadodara

Ketan Jadav