

# RESUME



## **AMAN MANSURI**

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### ● **CAREER OBJECTIVE**

Seeking a challenging career with a progressive organization that provides an Opportunity to capitalize my skills and abilities in the field of Accounts.

### ● **EDUCATION QUALIFICATION**

Exam	Board/University	Passing Year	Percentage/Result
S.S.C	GSEB	2017	53.00%
H.S.C	GHSEB	2019	51.60%
B.Com	MSU	2022	61.80%

### ● **PERSONAL SKILLS**

- Excellent written and verbal communication skill.
- Highly organized and efficient.
- Ability to work independently or as a part of a team.
- Ability to motivate.

### ● **TECHNICAL SKILLS**

- Tally Prime Version 2.1
- Microsoft Office – Excel, Word, Power Point
- Internet

### ● **PROFESSIONAL EXPERIENCE**

Currently working in MK Corporation, Makarpura, GIDC, Vadodara as an Account Assistant from 1<sup>st</sup> July 2022.

- **ROLL AND RESPONSIBILITIES HANDELED**

- Preparing E-Invoices and E-Way Bills.
- Sales, Purchase & JV Entries.
- Day to Day Cash and Bank Entries with Reconciliation.
- All Payments and Receipt Entries.
- Maintain Stock Register.
- Reporting of Creditors and Debtors outstanding Monthly.

- **PERSONAL DETAILS**

**Date of Birth: -** 29-Aug-2002  
**Gender: -** Male  
**Nationality: -** Indian  
**Marital Status: -** Unmarried  
**Language Known: -** Gujarati, Hindi, English

- **DECLARATION**

I do hereby declare that the statements made in this document are true to the best of my knowledge and belief.

**Place : Vadodara**

**Aman Z Mansuri**