

SINDHA DIVYABAHEN PRADHYUMANKUMAR**pateldivya2891996@gmail.com****Contact No.: 09724197653****CARRIER OBJECTIVE**

Looking for a full time job where I can apply my extensive skills and knowledge to the position for which I am hired.

EDUCATION PROFILE

<u>Course</u>	<u>Board / UNI.</u>	<u>Year Of Passing</u>	<u>Result (%)</u>
S.S.C.	G.S.H.E.B.	March-2012	67.00%
H.S.C. (Commerce)	G.S.H.E.B.	March-2014	74.67%
CPT(CA)	ICAI	Jan-2017	126 Marks
B.Com	VNSGU Surat	June-2018	42.00%
M.Com	VNSGU Surat	Oct-2021	46.67%

EXPERIENCE

- ✓ Arihant Chemical - Assistant Accountant (1st July 2017 to 30th Sep 2018)
- ✓ Axis Bank Ltd Ankleshwar branch-In clearing Department (1st Oct 2018 to 14th May 2019)
- ✓ Aadhunik Industries - (Handling Accounts of USA Company Finoric LLC) – Accounts Executive (15th May 2019 to 30th May 2020)
- ✓ H M Electrical - H R EXECUTIVE (1st June 2020 to 8th Feb 2021)
- ✓ Aircon Engineering – Accountant (10th Feb 2021 to 12th May 2021)
- ✓ Raccon Utility Services Pvt Ltd - Accountant (14th May 2021 to 31st Jan 2022)
- ✓ Smt. Jayabenmody Hospital - Accountant (1st Feb 2022 to till date)

COMPUTER KNOWLEDGE

- ✓ MS – Office (Excel, Word, Power Point)
- ✓ MS – Outlook (email access)
- ✓ Tally ERP-9/ Tally Prime
- ✓ QuickBooks
- ✓ Expensify Software

WORK RESPONSIBILITIES

- ✓ Credit Card Entry
- ✓ Keeping Cash Flow & Banking Activity.
- ✓ Keeping accounts of Customer & Supplier Account.(Debtors& Creditor)
- ✓ Preparing Salary of all Company employee & Contract Labors(Payroll)
- ✓ Preparing Sales Invoice, PO, Quotation, Credit Note, Debit Note
- ✓ Preparing Data for GSTR-1 & GSTR-3B
- ✓ Bank Reconciliation Statement (BRSBanking)
- ✓ Inventory Control with Branches account.
- ✓ All work of back Offices.
- ✓ Bank, Credit Card Entries
- ✓ Recording Invoice
- ✓ H R compliances
- ✓ All work relating PF and ESIC
- ✓ TDS
- ✓ Payout calculation

KEY STRENGTH

- ✓ Honesty
- ✓ Positive attitude
- ✓ Co-operative
- ✓ Initiative

PERSONAL PROFILE

Date of Birth - 28th September 1996

Languages Known - English, Hindi & Gujarati

Gender - Female

Marital Status - Married

Religion - Hindu

Nationality - Indian

Hobbies - Reading, Playing Carrom

**Yours faithfully
(Divya P Sindha)**