

MANISH JAGTAP

TULSAWADI HUJRAT TEKRA
FATEPURA, VADODARA 390006

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CAREERS OBJECTIVE: -

I will serve the position of the **Accountant** with at most sincerity and focus on maintain the high repute that the organizations.

ACADEMIC CREDENTIALS:

Sr.No.	Qualification/ Degree	Institute	Institution/University	Year	%age
1.	S.S.C.	Sardar Vinay Mandir	Gujarat Secondary Education Board	2008	55.54%
2.	H.S.C. [commerce]	Sardar Vinay Mandir	Gujarat Higher Secondary Education Board	2010	45.71 %
3.	B.COM	Maharaja Sayajirao University of Baroda (MSU)	Bachelor of Commerce	2022	65.5%

EXPERIENCE:

- **M.M Engineering.** as a **Accountant Executive** since January 2022 To April 2023. Here my work is to prepares financial documents such as invoices, bills, accounts receivable, accounts payable, purchase order, file GST, make a E- way bills, payroll, reports and other financial records for entry into **TALLY PRIME** Software.
- I am currently working in **GREEN ELECTRICALS PVT.LTD as a Accountant Executive** Here I am work in T-FAT (ERP) Software to make invoices, and open new master for new customer, purchase entry, file GST, payroll, reports and other financial records for entry into T-FAT (ERP) Software.
- Also I am doing here Bank work like Bank Documentation, Bank reconciliation, Cheque Deposit, Cash deposit / cash Withdraw, Internet Banking.

CORE COMPETENCIES:

Customer master data, recording all relevant information, account determination, special business transactions, asset procurement, maintaining records of account receivables and account payables, tax , expense determination, defining organizational structure, field status variant, account group, business area, customer master record, vendor master record,house bank, automatic payment program, interest calculation, chart of depreciation, depreciation area, asset master record, a/c determination, dunning procedure.

TECHNICAL SKILLS:

Advanced proficiency in Functional **TALLY PRIME & T-FAT (ERP)**

COMPUTER SKILLS:

- Microsoft Excel
- Microsoft word
- Microsoft power point
- Tally Prime
- E-mail

STRENGTH:

- Confidence,
- Team player,
- Positive attitude,
- Listening skill,
- Determination,
- Flexible.

PERSONAL DETAILS:

Date of Birth	: 23 rd July, 1993
Status	: Unmarried
Religion & Caste	: Hindu, Maratha
Languages known	: English, Hindi, Gujrati, Marathi (Mother Tongue).
Hobbies	: Playing Cricket

Date:

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