

Ravina Bhaumik Thakkar

Assistant Accountant

✉ ravinakanani40@gmail.com ☎ +919327236626 📍 Vadodara, Gujarat 📅 13/10/1996 🏠 Married
👤 Female

Profile

To be part of a team that strives for the better growth of the organization and explores my potential and provides with the opportunity to enhance my talent with an intention to be a asset of the organization

Professional Experience

03/2021 – 09/2021
Vadodara, Gujarat

Assistant Accountant

PR Flexmake

- To make various types of entries in tally
- To make GST related sheets for filling GSTR-1, GSTR-2
- Generations and updation of E-way bill
- Knowledge of the audit process
- Maintenance of stock qty
- To call the debtors for the pending amount

07/2019 – 10/2019
Vapi, Gujarat

Junior Accountant

ANAVEN LLP

- To work update and manage data in Microsoft dynamics AX2012
- To manage purchase orders in dynamics
- To manage the GRN and update them in dynamics
- To manage and verify the stock data in tally, erp9
- To update the invoice and manage financial data in tally and excel sheets
- To enter payment vouchers in dynamics
- To manage and verify the return orders in dynamics
- To manage all entries regarding finance

Skills

Generating E-WAY Bill	● ● ● ● ●	Knowledge of tally Erp9 with GST	● ● ● ● ●
Knowledge of Microsoft dynamics	● ● ● ● ●	Knowledge of microsoft office	● ● ● ● ●
Knowledge of filling TDS return	● ● ● ● ●		

Languages

- English
- Gujarati
- Hindi

Courses

Bardoli **M.Com**
Uka Tarsadia University
7.83(CGPA)

Valsad **B.Com**
VNSGU
57%

Projects

Tax Deducted at source under income tax act,1961
@CA Firm

Certificates

- Tally Ace
- GST