

# RESUME

**Name: -** AKSHAYSINH BALVANTSINH DODIYA  
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## OBJECTIVE

I would like to be a part of an organization where I could use and enhance my knowledge and talent for the development of both the organization and myself.

## EDUCATIONAL QUALIFICATION

DEGREE	SUBJECT	YEAR	UNIVERSITY	PERCENTAGE/GRADE
PGDM	Finance	2018 (Dec.)	Aima	62 %
BBA (Gen.)	H.R.M.	2016	S.P.UNIVERSITY	54 %
HSC	Commerce	2012	G.H.S.E.B.	50%
SSC	General	2010	G.S.E.B.	50%

## ADDITIONAL QUALIFICATION

- Advance Diploma in Accounting (Course Duration Jun, 2018 to Oct-'2018)

## TECHNICAL SKILL

- Tally ERP
- Petty Cash Management
- Purchase Entry
- Sales Entry
- Bank Reconciliation
- Knowledge of GST & TDS
- Data entry
- Internet

## STRENGTH

- Honesty , Integrity and selfmotivated

## WORK EXPERIENCE

- Swaroop Industry in Borsad GIDC (1<sup>st</sup> January 2019 to 31<sup>st</sup> December 2019 As a Assistant Account )
- Anupam Industry Pvt. Ltd. (1<sup>st</sup> January 2020 To 10 October2020)
- Mahesh Iron Works ( 15 October 2020 now continue As a assistant account )

## PERSONAL DETAILS

- Date of Birth : 13-12-1994
- Gender : Male
- Marital status : Unmarried
- Language known : English , Hindi ,Gujarati

## EXTRACURRICULAR ACTIVITY

- Music
- Drawing

## REFERENCES

- 1) Swaroop Industry (Rajeshbhai Bhatt- phone No: 9375689500)
- 2) Anupam Industry Pvt. Ltd ( Hiren Patel- Phone No: 9998269866)
- 3) Mahesh Iron Works ( Mahendara Luhar – Phone No: 9924751151)

Yours Faithfully,

**Akshay b. dodiya**