

Aesha Shah

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CAREER OBJECTIVE

- To have a growth oriented and challenging career, where I can contribute my knowledge and skills to the organization and enhance my experience through continuous learning and team work.

WORK EXPERIENCE

Cambrean Nexus PVT LTD as Accounts executive – January to till date

Responsibility at Cambrean Nexus PVT LTD.

- Book keeping into Quickbook software.
- Payroll into Payrollrelif software.
- Sale taxes Sheet filling & Payment of united states ([Georgia](#), [South Carolina](#), [New Jersey](#), [Pennsylvania](#), [Tennessee](#), [Connecticut](#)).
- Email communication.
- Review of Profit & loss statement & balacesheet.
- AMA send.

ENGAGE Business Services PVT. LTD as Accounts Payable Assitance (15th November 2021 to 6th June 2022)

Responsibility at ENGAGE Business Services PVT. LTD.

- Save Bill from Boston Market site and after entry in excel sheet of bill.
- Email communication.

SOFTWARE WORKED

- Tally ERP9 WITH GST & TDS (Accounting, inventory & payroll voucher, Statutory & Taxation)
- MS Excel
- MS Power Point
- MS Word
- Quickbook

PROFESSIONAL TRAINING

- Certificate course done in Tally ERP 9 With GST at ***K'S computer education.*** [grade with A+]
- Certificate course done in CCC at ***Anjali InfoTech.*** [grade with A].

EDUCATIONAL QUALIFICATIONS

Degree	Institute	Board / UNI	Year	Percentage (%)
PG Diploma Account & Finance	Maharaja university of Baroda	MSU	2018	45.5%
B.COM	Maharaja university of Baroda	MSU	2016	54 %
12 th Commerce	Shree Narayan Vidhyalay	H.S.C.E	2013	47%
S.S.C	Sardar Vallbhbhai vidyalaya	G.S.H.S.E.B	2011	52 %

PERSONAL DETAILS

Name : Shah Aesha Mukeshbhai.
Date of Birth : 16-11-1994
Gender : Female
Address : A-38 Goverdhan park society-1, Harni Road, Vadodara-390022.
Languages Known: English, Hindi & Gujarati

DECLARATIONS

- I here declare that the above written particulars are true and correct to the best of my knowledge and belief.

Place: Vadodara

Aesha M Shah