RESUME

Rana Mohammad Adnan Sadikbhai

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Address - G-54 shakera park
          Near, Khawaja Garib Nawaz
          masjid Tandalja road, vadodara

CAREER OBJECTIVE

I seek a career, which promises challenges, creativity and learning environment and personal growth along with organizational growth. Endowed with good communication skills, organizational capability, and analytical skills, I find myself striving to do things differently and do them better.

EDUCATION

Course	Board/university	Institute	Year of Passing	CGPA/Percentage
SSC	GSEB Gandhinagar	Kelavani trust vidyalaya	March - 2017	68
HSC	GHSEB Gandhinagar	Kelavani trust vidyalaya	March - 2019	72
B.com	M.S University	M.S University	May - 2022	66

Experience

- 2 years experience at AIMS & ASSOCIATES

KEY RESPONSIBILITIES HANDELD

- Income tax.
- Preparation of Computation Of Income and Income Tax returns for Various kinds of Assesses.
- Tax audits for individuals , private companies and firms.
- TDS Compliance
- GST return
- Bank audit of Public sector bank and private Sector bank.
- Account preparation work for company , partnership firm and proprietor.
- Prepare bank reconciliation.
- All Type of accounting entries in Tally ERP and Tally Prime.
- Accounts Receivable & Accounts Payable

- Handling daily bank related work, and proper communication with bank manager
- Preparation financial statements like Trial Balance, P & L account, Balance sheet.

CAREER INTEREST

- Attitude – Ever positive

- To utilize my education and experience with self-motivated and positive approach within an organizationthat will help my professional and personal skills

PERSONAL STRENGTHS

- Good communication

- Hard working

- Good leadership Skill to set goal, empowerment and performance

- evaluation,Strong Problem solving skills to resolve issue quickly and

  fairly.

PERSONAL PROFILE

Date of Birth   : 14/10/2001

Marital Status   :   Single

Nationality   :   Indian

Known Languages :English, Hindi, Gujarati

HOBBIES   :   Reading Books,
                         Travel and visit different locations

DECLARATION

I hereby declare that all information given above is true to the best of my knowledge.

RANA MOHAMMAD ADNAN SADIKBHAI