

# JIGNABHATT



Add: 131,Dream Residency Near Siemens Limited Maneja-  
390013vadodaraEmail:[jignapatel1989@gmail.com](mailto:jignapatel1989@gmail.com)Mo:-+918155938197

## ProfileSummary

Looking for a challenging career which demands the best of my professional ability in terms of. Technical and analytical skills. And helps me in enhancing my current skill acknowledge.

## WorkHistory:-----

### 1) MAHI SYSTEM PVT LTD

**POR,Vadodara,Gujarat**

9/02/2023 to WORKING

1. Handling Cash and Bank
2. Maintain Sales and Purchase
- 3.Coordinate with Clients for Payment collection.
4. Bank Reconciliation Statement of every month.
5. Import Work: Advance Remittance payment coordinate with customer.
6. GST/Tally
7. Handling Audit task.
8. Tender related work making DD-EMD etc.
9. Tender documentation.

### 2.KOCHAER TECH

**Manjalpur,Vadodara,Gujarat**

1/08/2021 to 10/03/2022

Working in Swiggy process (work from home)  
INOUND PROCESS

### 3.SAFEINDIA(FireandSafetyEngineers)-

**Makarpura, Vadodara,Gujarat**

1/05/2017 to 30/07/2021

**SeniorAccountant**

- 1Handling Cash and Bank
- 2 Maintain Sales and Purchase
- 3 Coordinate with Clients for Paymentcollection.
4. Bank Reconciliation Statement of every month.
- 5 Import Work: Advance Remittance payment coordinate with customer.
- 6 GST/Tally
- 7 Handling Audit task.
- 8 Tender related work making DD-EMD etc.
- 9 Tender documentation.

### **3.KrinovateSystemsandCommunication**

**Makarpura, Vadodara, Gujarat**

1/02/2016 to 30/04/2017

#### **Working as a Accountant**

1. Handling Cash and Bank
2. Maintain Sales and Purchase
3. Coordinate with Clients
4. Bank Reconciliation
5. Maintain Banking for receipt and payment record
6. Place order for Material

### **4 BAKUL PRAJAPATI AND CO-**

**karelibaug, Vadodara, Gujarat**

#### **June 2012 To dec 2015 Working as a Back Office Executive**

1. Handling Cash and Bank
2. Maintain Sales and Purchase
3. Coordinate with Clients for Payment collection
4. Bank Reconciliation
5. Maintain Banking for receipt and payment record.

### **Education:-----**

*SSC Board-10th Standard: 2004-2005  
Kasturba Kanya Vidhyalaya, Anand. Gujarat India*

*HSC Board-12th Standard: 2006  
L.C. Sheth Highschool. Hansot. Gujarat, 393030-Bharuch. Gujarat. India*

*B.C.A: 2008-2009 V.PandRPTP Science College-Vidhyanagar, Gujarat, India*

*P.G.D.T.M: TAX Management 2011-2012 VNSGU University-Surat, Gujarat, India.*

### **Personal Profile:-----**

<b>Name:</b>	<b>Jigna C bhatt</b>
<b>Date of Birth:</b>	10th January 1989
<b>Sex:</b>	Female
<b>Marital Status:</b>	Married
<b>Languages known:</b>	English, Hindi, Gujarati

### **Declaration:-----**

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

**Jigna Bhatt**

