

RACHNA SHAH

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Address : Kothi Pole, Raopura, Vadodara - 390001
Dob : 15/11/1982

SUMMARY

- 20 Years of Experience in Multi Tasking Fields such as Accounting, Taxes, Administration, Back Office, Marketing, Etc...
- To deliver highest efforts in the course of value addition in all assignments.

SKILLS

- PAYROLL and HR knowledge
- TALLY ERP Accounts and Finalisation
- GST, TDS, Income tax knowledge
- Administration and Back Office Expert
- Advance Excel Expert
- Online Payments and Correspondance skills.
- Yoga Teacher & Reiki Healer

EDUCATION

Course	Institute	Year	Marks (%)
M.com (Accounts)	M.S.University	2005	58%
B.com (Accounts)	M.S.University	2003	64%
H.S.C.	MaharaniGirls School	2000	75%
S.S.C.	Maharani Girls School	1998	80%

CERTIFICATES

- Payroll Manager
- Advance Excel Expert
- Tally Accounting
- GST, TDS, Income Tax
- Yoga, Meditation and Surya Namaskar
- Reiki Healer

WORK EXPERIENCE (20Years)

1. TIRUPATI SCHOOL OF NURSING (Salatwada, Vadodara)

Duration: From March-2022 to Feb-2023

Designation: Senior Accounts Manager & Administrator

Roles: Fees Collection n FRC audit work, TDS, Payroll, Online Payments, Daily Admin management, Accounts finalization.

2. **DAVE CONSTRUCTION & ENGG. CO. (Old Padra Rd, Vadodara)**
Duration: From February-2021 to November – 2021
Designation: Senior Accounts Manager
Roles: Manage financial transactions, cash management of all construction sites, payroll and online payments, submit taxes, prepare invoices.
3. **J. J. FILTERS (Akota, Vadodara)**
Duration: From September-2019 to June – 2020
Designation: Admin & Accounts Executive
Roles: Prepare MIS, Payroll, Taxes, Invoice, Emails.
4. **Singham Bio Crop Care Pvt Ltd. (Sama Savli Road, Vadodara)**
Duration: From November – 2018 to January – 2019
Designation: Accounts Assistant
Roles: Accounting entries, GST calculation, Emails.
5. **V.V. Electrotech (Fatehgunj, Vadodara)**
Duration: From February–2018 to April – 2018
Designation: Accounts Assistant
Roles: Inventory entries, insurance entries, client dues calculation.
6. **Shri Yogeshwar Trading Co. (Sun Pharma Road, Vadodara)**
Duration: From January – 2015 to December - 2017
Designation: Accounts Manager
Roles: Management of overall accounts and administration.
7. **M/s Bhart C. Patel Co. and M/s Radha Krishna Trading Co. (Karelibaug, Vadodara)**
Duration: From July– 2005 To November - 2014
Designation: Accountant cum Sales Executive
Roles: Sales & Marketing with Finance and Accounting work.
8. **M/s Jayesh Sheth & Co (C.A.) (Raopura, Vadodara)**
Duration: From January – 2003 To December - 2004
Designation: Account Trainee
Roles: Training of Accounting n audit work.

I hereby declare that above mentioned details are correct and complete to the best of my knowledge.

RACHNA SHAH
PLACE : VADODARA.