

PANDYA MANAVKUMAR KAMALESHBHAI

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A 257, Dhanlaxmi So. Bapod Whagodiya Road, Vadodara-390019



OBJECTIVE

My short term goal is to get a job in a reputed Company. My long term goal is to achieve good Practical knowledge and Experience in this So I can build my Career As Accountant.

EDUCATION

2022 - Continue	The Maharaja Sayajirao University Master in Accounting and Management Previous Year
June 2019 - May 2022	The Maharaja Sayajirao University B.Com in Accounting and Finance. 7.8/10 - Distinction
Oct 2021 - Aug 2022	Indian Institute of Computer Education Diploma in Finance Management 9.4/10 - A+ Grade
2019	New Hevan School Higher Secondary School Certificate (HSC) in Commerce 80%

EXPERIENCE

1 - 10 - 2022 - 30-04-2023	Nini's Kichen (Resurant) Accounting Administration - (Part time) >> Working in Tally Prime Software & Microsoft Excel. <ol style="list-style-type: none">- In this Pass Purchase Entries & Sales (Receipt) entries. - Bank Passbook transactions Entries & Bank Reconciliation. - Payroll Entries of Employees & Salary Payments .- In this Maintain Stock & Stock outward Entries in Tally . - Price Comparison of Purchase Goods From Creditors.- Petty cash Mainten. -Bills Payable (Creditors) Payment Mainten Properly.
1 - 6 - 2022 - 20-9 - 2022	CA Firm (RJ Shah & Associate) Junior Accountant (Full Time) A) 4 Months Experience In CA Firm. <ol style="list-style-type: none">1) In Tally Prime Software - Book keeping , Voucher Entry, Bank Reconciliation, Payroll & Salary Payment Entries. - Purchase & Sales Entries with GST.2) In Compu Office - TDS Return Filing, In Import Chalan and TDS Entries Passing.(Salary or Non - Salary). - TCS Return Filing, In Import Chalan and TCS Entries Passing.

KNOWLEDGE

Knowledge of Tally Prime Accounting Software
Knowledge of Basic Microsoft Excel & Word.

SKILLS

- Good Communication Skill. - Basic Computer knowledge. - Ability to Analyse Data. - Knowledge of Accounting Practices

PROJECTS

Smart Insurance Project

In DFM Course .In this Project comparison Between two Insurance companies.
I got A++ in this Project.

Smart Banking Project

In DFM Course .In this Project comparison Between two Banks.
I got A++ in this Project.

ACHIEVEMENTS & AWARDS

Tally Prime Course Certificate with A + Grade.

Direct Taxation Filling Practices and in Certificate of Direct Taxation course With A+ Grade.

A) Achievements In Projects Work. -Certificate and 5 Star Rating in Banking Project by Bank of Baroda. -Certificate and 5 Star Rating Insurance Project by Max Life Insurance Company.

B) Achievement Certificate In Campus Placement . - Nielsen IQ MNC In Clear 3 Round And Doing Internship in 15 Days.

INTERESTS

Listening Songs

Watching cricket match

LANGUAGES

Gujarati , Hindi , English

PERSONAL DETAILS

Date of Birth : 14/07/2002

Marital Status : Unmarried

Nationality : Indian

Gender : Male.