

RESUME

Jimish Shah

(Master of Commerce)

36 'Kesar-36'

Near Kapurai Crossing,

Vadodara 390019

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☐ **Career Objective :-**

Looking for challenging position and high growth to prove my competence in discharges of duties and commitment in completion of assignment to the best of my working capabilities.

Academic Profile:-

Qualification	Year of Passing	Board/University	Percentage
Master of Commerce	2013	M.S University	54.00%
Bachelor of Commerce	2011	M.S University	58.00%
H.S.C	2008	G.S.E.B	69.00%
S.S.C	2006	G.S.E.B	66.00%

Skills : -

- ❖ SAP FICO Module, SAP Concur (Travel Expense Re-imbursement Software)
- ❖ Accounting Software ERP-Microsoft Dynamic N.A.V
- ❖ Tally – Accounting Software ERP, Prime
- ❖ Conversant with MS Office
- ❖ Data Entry Operator

Experience : -

- ❖ At present, I am working at in Saurer Textile Solutions Pvt. Ltd (Textile Machine Manuf. Company-Germany) as an **Account Officer** from February 2022.
- ❖ I have worked in Saurer Textile Solutions Pvt. Ltd (Textile Machine Manuf. Company-Germany) as an **Assistant Accountant** from August 2019 to January 2022. Here I have to look after FI bookings for different locations, Engineer expenses approval via SAP Concur & Accounts Payable for travelling as well as vendor, Bank Payment, Preparation of LC documents, Month end Activity like GIT, FX, IC Balance & other regular workings.
- ❖ I have worked as an Accountant in Freshway Services LLP from Nov 2017 to Aug 2019. Here my work was related with Invoicing, Credit/Debit notes, GST Preparations & Reports, TDS Challans & Bank Payments, Stock management, Bank related work, dealing with Vendors and customers, to co-ordinate with transporters for daily goods dispatches.
- ❖ I also worked on leading E-Commerce web portals – Market Place like Amazon & Flipkart, Paytm and also have an experience to work on Snapdeal, Pepperfry, Kindercart & gingercrush.com; where all my work was related to Vendor Registration, Vendor payments, order Payment approval, Payment Gateway Reconciliation, etc. also I also have Basic Knowledge of Import - Export.
- ❖ I have worked as an Accountant for 3.11 years in Swadesh Essfil Pvt Ltd. (Dec 2013 to Nov 2017)
- ❖ I have worked as an Accountant cum office Admin for 2.8 years in M/s. Suyog Traders. (Apr 2011 to Nov 2013)

Personal Information : -

- ❖ **Date of Birth** : 12th March 1991
- ❖ **Marital Status** : Unmarried
- ❖ **Languages Known** : English, Hindi, Gujarati, Marathi

Strength : -

- ❖ Excellent Time Management & Positive thinking attitude.
- ❖ Adaptive to any kind of environment believe in myself.
- ❖ Hard working, sincere & honest.
- ❖ I can handle my work systematically.
- ❖ Self-motivating person.

☐ **Declaration: -**

- ❖ I hereby declare that all the information furnished above is most recent and it is true to the best of my knowledge.

☐ **Place :** Vadodara

Yours Faithfully,

Jimish Shah