

CURRICULUM VITAE

Solanki Nancy N.

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Career Objective

My career objective is to work with dignity and also with dedication of hard work. I will be loyal to my organization with constant effort to develop myself and to achieve **Organizational** as well as **Individual Goal**.

Personal Strength

- Ambitious for career growth with organization growth.
- Self-Discipline & dedicated
- Good communication skill.
- Easy adaptability with situation & environment.
- Interested in learning new things and in implementation.

Academic Chronicle

Qualification	Year of Passing	Name of Institute	University/Board	Result
M Com (Business Management)	2019	M.S.University Vadodara	M.S.U	49.50 %
B.COM	2017	M.S.University Vadodara	M.S.U	54%
H.S.C	2010	Gujarat Board	GSHSEB	70.43%
S.S.C.	2008	Gujarat Board	GSHSEB	70.77%

Computer Proficiency

- Microsoft Office Excel, Word
- Having Experience of working on **TELLY ERP-9**
- Having Experience of working on **Matrix Comsec**

Work Profile

Cogent E –Service Pvt Ltd

May 2014 To April 2015

Working Vitae:

- Upgrade Service & and offer additional service package or options.
- Consistently improve customer satisfaction through expert resolution.
- Answer customer telephone calls regarding existing account.

Intelenet Global Service

May 2015 To March - 2017

Working Vitae:

- Answered phone and assisted customers with initial inquiries.
- Educated new customers by answering product and service questions.
- Reached out to existing customers for outstanding payments.
- Established trusting relationship with customers.

AFC Elastomers Technolgh Pvt Ltd

April 2017 To till Now

Working Vitae:

- Maintaining Daily Financial Transaction Entry in Tally. (Sales, Purchase, Expense Jv,Cash,Bank Payment, Receipt Ect)
- Prepare Data for Gst Return. -Gstr-1 & Gstr-3B, Annual Return Data Ect & Reconciliation Monthly Basis
- Prepare Income Return Filing Data & Payment Data For Tds,Tcs Ect.
- General Ledger Scrutiny Work
- Daily Bank Reconciliation Work
- Bank and Outstanding Reports preparation
- To Prepared Report (Receivable and Payable)
- Import -Export Documents Handling

- Handling Internal & External Audit Work (CA,GST,Income Tax)
- Record Keeping and Proper Filling of All Voucher and Documents
- Liaising work with Bank, Consultant, Govt Agency ETC.
- Fixed Asset Registry
- Maintaining cash book on daily basis (Petty Cash)
- Day to Day banking functions, including NEFT,RTGS, cheque.
- Preparing Credit Note, Debit Note, Delivery Challans.

Having also work experience in HR & Administration

Working Vitae:

- Managing salary data of employees.
- Prepare salary break ups and salary restructures according as per Company's structure.
- Handling time keeping, and over time.
- Remittance of contribution of employee & employer towards PF, ESIC, Professional Tax.
- Maintaining up to date employee files, training record of each employee.
- Maintain employee relation.
- Maintain all register as per factory act like, Salary Reg., Attendance Reg., Leave Reg., etc.
- Calculation employee bonus, gratuity & annual leave.
- Enhance employee relations through motivational activities e.g. celebrating festivals, birthday celebration & many more.
- Taking care of exit formalities, both voluntary and involuntary exit.
- Final settlement processing for employees leaving the organization.
- Salary and Wages Administration.
- Managing Canteen, Security, House Keeping, and all admin work.

Personal Details

- **Name** : Nancy Solanki N
- **Permanent Address:** C-8 Avadhपुरi Tenement T.P.-13 Channi Jakat Naka, Vadodara-390002
- **Date of Birth** : 8th July 1992
- **Language Known** : English, Hindi, Gujarati
- **Gender** : Female
- **Marital Status** : Single
- **Nationality** : Indian
- **Hobbies** : Listen Music, Driving, Travelling

Declaration

I hereby declare that all the details given above are true to the best of my knowledge.

Thank You,

Nancy Solanki