

RESUME

SURTA HARDIK DESAI

F-1-25 DEEP DARSHAN SOCIETY,
B/H NARAYANWADI HOTEL
ATLADRA
VADODARA-390012

CONTACT NO.9974673993

EMAIL:surtaravat@gmail.com

CAREER OBJECTIVE

Looking forward to a position of responsibility in the field of Finance towards the overall success of the organizational objective and society at large.

PROFESSIONAL EXPERIENCE

<u>Name of the organization</u>	<u>Designation</u>	<u>Period Served</u>
Gayatri Spring Industries & Yogeshwar Spring Works	Accountant <ul style="list-style-type: none">- Preparation of Bank Reconciliation Statement- Cash Book- Receipt & Payment Account- Monthly Debtors Outstanding Report- Monthly Creditors Outstanding Report- GST challan Paymet & GST 2B Report Check- Sales & Purchase Entry- Mail	<u>15-02-2022 to continue</u>
PRIMA EQUIPMENT	Account Assistant [Looking Sales spare,service invoice,Purchase,Way Bill,Stock,Bank update,Tds excel maintain,journal exp voucher	02/08/2021 to 30/10/2021
RAJPUTANA STAINLESS LIMITED	Account Assistant <ul style="list-style-type: none">▪ Looking after all Accounts books like petty cash book, Journal Ledger, Sales Register, Purchase Register, Purchased Expence & Expence Service Register, Bank register,Import & Export.	1.4.2009

	<ul style="list-style-type: none"> Looking after all taxes Sales Tax (Form No.'C' & 'H') pertaining to outgoing of Sales and incoming of purchase and others details from Sales register and purchase register . Maintain Inventory Report Reconciliation bank statement 	TO 6.6.2020
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PROFESSIONAL/ ACADEMIC QUALIFICATION

Course/ Level	Month/Year	Institute/ University/ Board	%
M.Com	2007	MSU	52%
B.Com	2005	MSU	53%
H.S.C	2002	Gujarat Higer Secondary Education Board	57%
S.S.C	2000	Gujarat Secondary Education Board	66.57%

COMPUTER SKILLS

- MS office
- Tally
- ERP

PERSONAL DETAILS

Father's Name : Dineshbhai Ravat
 Birth Date :16.06.1985
 Marital Status : Married
 Languages Known : Hindi ,Gujarati & English

DECLARATION

I hereby declare the above mention details are true to the best of my knowledge and belief.

Date:

Place: Vadodara

