

CONTACT

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ADDRESS:

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390006.

SKILLS

Tally erp 9 , tally prime, money
manager, quick books,
quickfile and payroll manager
m.s word, excel, gst
Teamwork
Active listening
Problem solving
Responsibility

CERTIFICATIONS

Expert tally prime
Business analyst workshop
Gst online portal
Excel

DOB

11/06/2000

LANGUAGES KNOWN

- Hindi
- English
- Sindhi
- Gujarati

HOBBIES

- Teaching
- Social Working
- Listening Music

PAYAL CHOITHWANI

To become a part of a company where I can apply my knowledge with accounting concepts ,to learn more about Finalization of accounts, enhance my knowledge in accounting field and financial growth too.

WORK EXPERIENCE

P & V ACCOUNTING SOLUTIONS LLP

18/10/2022 – Current
Account assistant

- Work on Foreign Accounting Softwares :- Money Manager, Quick Books, Quickfile, payroll manager
- Maintain and extract all the documents which are provided by clients
- Handle multiple client's accounts at a time – restaurant client, general stores, cash washing services, Spreadsheet clients etc.
- Habitual to work with two computer screens
- Bank statements, Bank reconciliation, Opening & closing balances, Unpresent entries, purchase - sales entries, credit note, payroll and takings
- Generate reports of accounts , pdf printing , raise queries to clients regarding invoices – half scan , vat summary and solve after resolution of clients, find mistakes in invoices and correct as per rules of accounts.
- Clear outstanding payments of Debtors-creditors

EDUCATION

Diploma in financial management IICE Institute	2022- 2023
B.com Specialization in Accounting and financial management The Maharaja Sayajirao Gayakwad University	2019-2021
HSC St. Roosevelt public school	2017-2018
SSC St. Roosevelt public school	2015-2016