

RESUME

JAIMINI A. MACHHI

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OBJECTIVE

To work with leading company and to use my analytical thinking to the best of my ability combined with perseverance, so as to contribute to organization's growth and goal, as well as to attain my professional goal.

PROFESSIONAL QUALIFICATION:

- **Perusing C.A (Chartered Accountants) Course in Final Level**
- **Completed Inter CA in January, 2014.**
- Completed Master of Commerce from *Sardar* Patel University Vallabh Vidya Nagar. With First Class 60% in 2014.

ACADEMIC QUALIFICATIONS:

- Completed Bachelor of Commerce from Anand Commerce College, Sardar Patel University with First Class 69% in 2012.
- Completed HSC from GSHEB with First Class with dictiction 83% in 2009.
- Completed SSC from GSEB with First Class 76.92% in 2007.

COMPUTER PROFICIENCY :

- Working knowledge of Windows and Internet and familiar with MS-Word/MS-Excel Internet access.
- **Working in Tally Prime (Currently Working).**
- **Knowledge of Quick books (Leading account software in U.S.A)**
- **Knowledge of MIRACLE (Accounting Software)**

PROFESSIONAL EXPERIENCE :

- Currently Working in Pandya Polymer LLP situated at 935, GIDC Estate , Halol,Panchmahal – 389350 ,Gujarat , the Trading Company of Plastic Granules since 16th October 2022 as Account Executive (Handling Book Keeping ,Account Finalization ,Account Receivables , Account Payables ,Bank Reconciliation , Coordinate with Auditor for Income Tax , GST , TDS and other other Government Compliances)
- Worked as Account Executive at Topnotch Foods LLP situated at Plot No.2221 , Besides Baroda Electrics ,Phase IV ,GIDC Estate ,V.U.Nagar – 388121, Manufacturer of Cream Cones from 16th June 2022 to 15th October 2022. (Handling Book Keeping ,Account Finalization , Communication with Auditor for Income Tax , GST , TDS and other Government Compliances)
- Worked as Account and Audit Executive at Darji & Associates situated at 204 , Sigma Complex , Opp.Pragati Mandal , V.V.Nagar – Ananad - 388120 Chartered Accountant Firm from 11th August 2017 to 15th June 2022.(Handling Account Finalization ,Auditing, GST compliances of various entities like proprietorship , Partnership , Company , Trust , LLP, Banks.
- Worked as Account Manager at Swaroop Industry was Situated at 3rd Floor Triveni Arcade ,Ni.Motikaka ni Chali , A.V.Road , Anand – 388120, the Manufacturing company of SARAL MAGIC NAPKIN as Account Manager from 13th November 2015 to 10th August 2017. (Were handling petty cash , sales, purchase bill to bill , online selling on portal like Amazon,Flipkart,Snapdeal,Paytm, Online generating forms like 402,403 , preparing Import /Export billing and dispatch process ,GST data preparation monthly and handover to CA , Bank Reconciliation , Maintaining stock in Tally as well as in Excel).
- Experience of Auditing and Accounting of Any Entity up to finalization **Three years of Articleship Training under CA L.B. Darji sir (Darji & Associates ,Chartered Accountants , V.V. Nagar 388120) from 10th April 2012 to 9th April 2015.**

SKILLS :

- Good Communication Skills.
- Easily negotiate with other people.
- Have high level of persuasiveness.
- Can work effectively in team, as well as individually.
- Have good inter-personal skills.

PERSONAL INFORMATION :

Father's Name: Arvindbhai H. Machhi
Marital Status: Single
Sex: Female
Date of Birth: 12th November, 1991.
Language Known: Gujarati, Hindi& English.
Nationality: Indian
Strength: Confident, Positive attitude, Hardworking, Punctuality, Good listener and Quick learner

DECLARATION :

I hereby inform you that all the information given above is true the best of my knowledge and belief.

Jaimini Machhi