

Ketan Variya

Personal Details & Objectives

Halol, Gujarat 389350

kvaria68@gmail.com

+91 82386 50380

- Working for organization goals , be part organization achievement.
- Intrested work with colleagues and senior employee.
- Problem solving of Clients.

Willing to relocate to: Vadodara, Gujarat - Halol, Gujarat - Gujarat

Personal Details

Date of Birth: 2000-08-25

Eligible to work in: India

Highest Career Level: 1-2 years experience

Industry: Accounting

Total years of experience: 1

Work Experience

Accounts Executive

Shivam concrete technology & consultancy pvt Ltd - Vadodara, Gujarat

November 2022 to Present

- Purchase & Sales entry
- General entry
- maintain MIS Excel sheet
- Credit & Debit note
- Bank Reconciliation.

Accounts Executive

Tiwari tax consultancy - Vadodara, Gujarat

October 2021 to October 2022

1. Maintain entries in tally.
2. Prepare Summary of GSTR -2B & GSTR-1.
3. Prepare Payment and receipt Voucher in Tallyprime.
4. Prepare Sales and Purchase Voucher In tally prime.
5. Issuing Invoice Form Tally.
6. Debtors and creditors Accounts reconciliation.
7. Bank Reconciliation.

Office Assistance

Apple transport pvt ltd. - Vadodara, Gujarat

February 2021 to August 2021

Education

Bachelor's in Commerce

The MS University of Baroda. - Vadodara, Gujarat

July 2017 to November 2020

Skills / IT Skills

- Accounting
- Tally
- Computer skills
- Microsoft Excel
- Microsoft office (Less than 1 year)
- Account management

Languages

- English - Intermediate
- Hindi - Intermediate
- Gujarati - Fluent

Certifications and Licenses

Computer cum concept

November 2018 to March 2019

Accounting excutive including Tallyprime Computer cum concept (CCC)

2020 to October 2020

Tallyprime

Microsoft Excel

Microsoft power point

Microsoft word

Additional Information

1. Accounting excutive including Tallyprime
2. Computer cum concept (CCC)