**CURRCULLAM VITAE**

Name : - Shah Ankurkumar Bharatkumar

Address : - 21, Tirthbhoomi Society,

Dhobikund Road,

Petlad:-388450.

Dist:Anand

Mobile No : - 9904826962.

Birth Date : - 2nd December, 1987.

Nationality : - Indian.

Religion : - Hindu.

Language Known : - Hindi, English, Gujarati.

Education Qualification :-

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **No** | **Exam** | **Board/Uni** | **Year** | **Percentage** |
| **1.** | **S.S.C** | **G.S.E.B** | **March-2003** | **51%** |
| **2.** | **H.S.C** | **G.H.S.E.B** | **March-2005** | **49%** |
| **3.** | **B.Com** | **Guj.University** | **April-2009** | **47%** |

Other Qualification:- I have completed Tally 9.0 and basic computer course.

Experience:

1. I have work experience in **Nabsons engineering** from 11thApril 2011 to july-2018 for the post of a **Account Assistant.**

**2) I have work experience in Manglam consultancy services in Vadodara from - Date. 07.08.2018 to March-2020.**

**3) I am currently working in Rotomag Motors and controls Pvt ltd as a account assistant f om dec-2020 to till date to continue....**

**Responsibility: 1) Making sales invoice daily. sales accounting**

**2) Entering purchase details in computer system. purchase accounting.**

**3) daily entry of receivables in system from bank account**

**4) daily payment follow up with customers.**

**5) mis and daily reports like cash flow, , collection.**

**6) account payable management including payment, bill processing etc.**

**7 ) I following for Tax Invoice and E - way bill for Hsn code for Documents.**

Objectives:I am to occupy a responsible in an organization forge ahead with its vision and utilize the knowledge acquired by me in the prosperity of the organization.

Yours Faithfully

Ankur Shah