**MANISH JAGTAP**

TULSAWADI HUJRAT TEKRA

FATEPURA, VADODARA 390006

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**CAREERS OBJECTIVE: -**

I will serve the position of the **accountant** with at most sincerity and focus on maintain the high repute that the organizations.

**ACADEMIC CREDENTIALS:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Qualification/ Degree** | **Institute** | **Institution/University** | **Year** | **%age** |
| B.COM | Maharaja Sayajirao University of Baroda (MSU) | Bachelor of Commerce | 2022 | 65.5% |

**EXPERIENCE:**

* **M.M Engineering**. as a **Accountant Executive** since January 2022 To April 2023. Here my work is to prepares financial documents such as invoices, bills, accounts receivable, accounts payable, purchase order, file GST, make a E- way bills, payroll, reports and other financial records for entry into **TALLY PRIME** Software.
* I am currently working in **GREEN ELECTRICALS PVT.LTD as a Accountant Executive** Here I am work in T-FAT (ERP) Software to make invoices, and open new master for new customer, purchase entry, file GST, payroll, reports and other financial records for entry into T-FAT (ERP) Software.Also I am doing here Bank work like Bank Documentation, Bank reconciliation, Cheque Deposit, Cash deposit / cash Withdraw, Internet Banking.

**CORE COMPETENCIES:**

Customer master data, recording all relevant information, account determination, special business transactions, asset procurement, maintaining ,records of account receivables and account payables, tax , expense determination, defining organizational structure, field status variant, account group, business area, customer master record, vendor master record,house bank, automatic payment program, interest calculation, chart of depreciation, depreciation area, asset master record, a/c determination, dunning procedure.

**TECHNICAL SKILLS:**

Advanced proficiency in Functional **TALLY PRIME & T-FAT (ERP)**

**COMPUTER SKILLS:**

* Microsoft Excel
* Microsoft word
* Microsoft power point
* Tally Prime
* E-mail

**STRENGTH:**

* Confidence,
* Team player,
* Positive attitude,
* Listening skill,
* Determination,
* Flexible.

**PERSONAL DETAILS:**

Date of Birth : 23rd July, 1993

Status : Unmarried

Religion & Caste : Hindu, Maratha

Languages known : English, Hindi, Gujrati, Marathi (Mother Tongue).

Hobbies **:** Playing Cricket

Date: (**MANISH D JAGTAP)**