krisha panchal

B-16 Omkar duplex & Tenement,

Opp. Voltamp co. Maneja,

Vadodara-390013

Mob-7359264360

Email id- krishapan0075@gmail.com

# Objective

To secure a challenging position in a reputable organization to expand my learnings, knowledge, and skills. Secure a responsible career opportunity to fully utilize my training and skills, while making a significant contribution to the success of the company.

Profile summary

A result - oriented Accounts professional with 7 months of experience, with knowledge in tally prime, GST, Data Entry.

# Experience

Working as Jr. account & Data Entry operator at iGlobal software from 14th Nov 2022 to till Date.

# Job Responsibilities

* Knowledge of MS Word, MS Excel.
* Maintain a day-to-day books of accounts in tally.
* Maintaining all accounting vouchers entry in tally (sales, purchase, contra, receipt and payment)
* Maintain day to day cash vouchers.
* Managing daily transaction & bank statement (bank reconciliation, receipt & payment)
* Petty cash and other journal posting Personal Details Declaration
* Registration of GST
* Prepared/File GSTR1 and GSTR3B (offline and online)
* Knowledge of preparing E-way bill.
* Knowledge of QuickBooks.

# Education

|  |  |  |  |
| --- | --- | --- | --- |
| Level of education | Institute | Board/university | Year of passing |
| S.S.C | Shree Swaminarayan high school salvav | GSEB | 2017 |
| H.S.C. | Shree Swaminarayan high school salvav | GSEB | 2019 |
| B.com | The Maharaja Sayajirao university | M.S.U. | 2022 |

# language known

* Gujrati
* Hindi
* English

# Hobbies

* Traveling
* Reading
* Writing
* Cooking

# Strengths

* Good communication skills
* Ability to work in group
* Problem solving
* Respectfulness
* Honestly

# Personal information

* DOB- 24/02/2002
* Age- 21
* Religion- Hindu luhar
* Gender- female
* Weight-49 kg
* Height- 5.2’
* Civil status- single

# Declaration

I hereby declare that all the details shared above are true to my belief. I am answerable for its correctness. I solemnly declare the information mentioned herein is true and correct to the best of my beliefs.