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| **Disha Patel**  Female, 28 year Old  B.Com , M.Com (Accountancy)  Contact Detail:- (M) 9016044921, (M) 9510904970  E-Mail:- [dishapatel2408@gmail.com](mailto:dishapatel2408@gmail.com) |

**PROFILE IN BRIEF**

🡪 M.Com (Accountancy)

🡪B.com is Completed with Accountancy from M.S.University.

🡪Languages Known : English/ Hindi/ Gujarati

**ACADEMIC QUALIFICATION**

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| --- | --- | --- | --- | --- | --- |
| **Qualification** | **Year** | **University / Board** | **College / Institute** | **Specialization** | **Percentage** |
| M.Com | 2017 | S.P University | S.P University | Accountancy | Pass Class |
| B.Com | 2015 | M.S University | M.S University | Accountancy | 63.30% |
| H.S.C | 2012 | GSHEB | NutanVidyalaya | Commerce | 70.71% |
| S.S.C | 2010 | GSEB | NutanVidyalaya | General | 74.00% |

**JOB EXPERIENCE**

* Sharma Pharmaceutical Pvt. Ltd.:🡪 As a Account Executive

Duration:- July 2017 to Sep 2020

* Amin Infotech :🡪 As a support executive

Duration :- Oct 2020 to Aug 2022

**JOB RESPONSIBILITY**

* Preparing GST data & filling GST return on monthly basis
* Preparing expense Summary / Analysis in excel sheet
* Accounting Voucher Entries, Journal & cash voucher entries
* Bank Reconciliation
* Verifying accounting entries & Ledgers
* Credit note & Debit note entries
* Bank related all works
* Data verification
* Supported tally related queries

**COMPUTER KNOWLEDGE**

* MS Office & MS EXCEL
* Tally ERP 9
* Tally Prime

**PERSONAL DETAILS**

Date of Birth:- 24/08/1994

Permanent Address :- D – 165, Sun Residancy,

Near Vedant Residancy,

Somatalav,

Dabhoi - Waghodia Road,

Vadodara – 390025, Gujarat

Gender   -   Female

Nationality    -    Indian

Marital Status   -     Married

**DECLARATION**

I, hereby declare that the information furnished above is true to the best of my knowledge. I would be glad to provide any other information required by you.

**Place**:  Vadodara     **Yours Faithfully,**

**Date:**   06.07.2023 Disha Patel