**Gulzeba Saeed Pathan**

**Email: gulpathan610@gmail.com**

**Mobile: +91-6351166981**

**Address: Wadi Taiwada near Seven Daragah,**

**Swaminarayan Mandir road, Vadodara 390017, Gujarat**

**Career Objective**

A self-motivated, result oriented and proactive M. Com qualified with good knowledge in computers seeking an opportunity in the field of Financial Accounting and Taxation.

**Academic Background**

* Master of Commerce (M. Com) from The Maharaja Sayajirao University of Baroda, in 2023 with 82.5%
* Bachelor of Commerce (B.Com) from The Maharaja Sayajirao University of Baroda, in 2021 with 80.5%
* HSCE in Gujarat Board in 2019 with 75.1%
* SSCE in Gujarat Board in 2017 with 64.3%

**Additional Competences:**

* I have completed certified courses on advance Tally Prime, GST practical working and corporate working skills.
* I have prepared one project on pre and post impact of GST on Restaurant sector in my final years of master’s degree.

**Key Skills**

* Excellent conceptual knowledge of accounting and related concepts.
* Knowledge in preparing accounting-related documents like invoices, E-way bills, purchase order, accounts payable and accounts receivable, etc.
* Ability to prepare GST Return and TDS Return working.
* Knowledge in Tally Prime, MS Excel, MS Word, Power point presentation.
* Good communication skills to coordinate with vendors and auditors.

**Personal Details**

Date of Birth : 24 January 2001

Gender : Female

Marital Status : Unmarried

Languages Known : English, Hindi & Gujarati

Hobbies : Reading books and Cooking

Religion : Islam

**Declaration**

I hereby declare that all the information provided above is true to the best of my knowledge and understanding.

Place: Vadodara