CURRICULUM VIATE

**ADDRESS: - SHRIMALI MONIKA PARTH**

1564, AMBIKA Nagar,

Gotri road ,vadodara (M) 7016115615

Mail Id: - monika.shah76@yahoo.com/shahmonap1990@gmail.com

## CAREER BOJECTIVE:

To work in an environment where can vitalize and expand my knowledge in accounting & administration, there by gaining experience achievement business related goals.

# SPECIALIZATION: -

## “Accounting & Financial Management.” EDUCATIONAL QUALIFICATION:

|  |  |  |  |
| --- | --- | --- | --- |
| Examination | Institute | Year of passing | Percentage |
| S.S.C | G.S.E.B | March 2005 | 56% |
| H.S.C | G.H.S.E.B | March 2007 | 63% |
| B.COM | M.S.UNI | March 2012 | 58.67% |
| P.G.D.T.P | M.S.UNI | MAY 2013 | 58.43% |
| M.COM | S.P.UNI | MARCH 2015 | 59% |

**JOB EXPERIENCE:**

* I have working in **Techno system** as an “**H.R.executive”** from july-2012 August to 2012.
* I have working as an “**Accountant”** in **Pandya Consultancy** from September 2012 to October 2013.
* I have working as an “**Accountant**” in **Akhand Constructions** from November 2013 to March 2014.
* I have working as an “**Accountant** “in “**Arnam Enterprise**” sister concern of

**“Cube Construction Engg Ltd** from April 2014 to june 2018.

* I have working as an **Accountant** in **S.R.Petrolium** from August 2020 to November 2020
* I have working as a senior Accountant in **Mecpower Solutions Limited** from 19th November 2020 to November 2022
* I have working as a senior Accountant in **Lila polymers Pvt ltd** from December 2022 to till date.

**Key Qualifications & Responsibilities**

* Provided weekly quality checks of documents.
* Prepared reconciliations for monthly closings.
* Prepared general ledger and journal entries analysis.
* Analysed the company’s expenditure and benefits.
* Cooperated with internal and external auditors
* Prepared journal entries, complete general ledger operations, monthly, year-end closings and draw up financial reports.
* Doing daily banking entries and making online and offline payments.
* Provide GST data for return after reconciliation to CA.
* Doing entries of TDS and doing monthly payment of TDS and prepare data for TDS quarterly return to provide CA.
* Managed and supported two junior accountants and provided them with accounting advice.
* Maintaining monthly cash flow of the company.
* Making E invoice and E way bill on daily basis and also maintaining Purchase and sales data.
* Maintaining daily stock and Doing Stock Journals also.
* Prepare Monthly salary details and making payment.

# COMPUTER LITERACY: -

* M.S.office
* Tally ERP 9

## STRENGHT:-

* Good Learning Ability
* No Stage Fear
* Dedicated To Given Work
* Very Calm In Nature

## PERSONAL DETAILS:

Date of Birth : 6, April 1990

Marital Status : Married

Husband’s Name : Parth Dhirajbhai Shrimali Nationality : Indian

Languages known : English.Gujarati, & Hindi Hobbies : Music, Traveling, Reading

# DECLARATION: -

* I hereby declare that the above mentioned details are true to the best of my knowledge and belief.

## PLACE: BARODA DATE: / /2023

**Yours Sincerely,**

**M.P.Shrimali**

**APPLICATION**

To H.R.Department,

Subject: - An application for the post of an **Accountant.**

**SHRIMALI MONIKA PARTH 1564, AMBIKA NAGAR SOCIETY ,GOTRI ROAD VADODARA**

**(M) 7016115615 DATE : / / 23**

Respected Sir/Mam,

I have come to know through some reliable sources that, there is a vacancy for above mentioned post in your esteemed company. I am offering my candidature for the same and submit here with my details relevant for the job.

I assure you that, I will work with a sense of commitment and honesty. Waiting for your kind Positive Response.

## Yours Sincerely, M.P.SHRIMALI

**Note: - CV Attached.**