**JYOTI SURESH ZAPATE**

ADDRESS : FRANCIS SMURTI APT 3th FLOOR , 307

DISILVA NAGAR, NALLASOPARA (WEST)

DATE OF BIRTH : 25th JULY 1996

HOBBIES : LISTENING MUSIC ,COOKING

EMAIL ID : [Jyotizapate1996@gmail.com](mailto:Jyotizapate1996@gmail.com)

CONTACT NO. 8600441327

**QYALIFICATION:**

|  |  |  |  |
| --- | --- | --- | --- |
| **QUALIFICATION** | **BOARD/ UNIVARSITY** | **YEAR OF PASSING** | **PERCENTAGE** |
| S.S.C | MAHARASTRA BOARD | 2011-12 | 58% |
| H.S.C. | MAHARASTRA BOARD | 2013-14 | 57% |
| B.COM | MUMBAI UNIVARSITY | 2016-17 | 58% |
| M.COM | MUMBAI UNIVARSITY | 2018-19 | 67% |

**ADDITIONAL QUALIFICAION:**

* MSCIT
* ADVANCE TALLY ERP9

**WORK EXPERIENCE**

**1JUN 2018 To 30 JUN 2019**

**CA CHIRAG GALA & CO. (DADAR)**

**WORK DESCRIPTION:**

* PASSING ENTRIES SALES IN TALLY
* PASSING ENTRIES PURCHASE IN TALLY
* PASSING ENTRIES IN JOURNAL IN TALLY
* PAYMENT ,RECIPT ENTRIES IN TALLY
* GSTR1 WORKING IN EXCEL SHEET AND UPLOAD
* GSTR3B SUMMARY IN EXCEL And Upload UPLOAD
* PETTY CASH ENTRIES
* CHEQUE DEPOSIT ENTRIES
* BILLS ENTRIES WITH GST CALULATION
* DRAFTING LETTERS & SENDING MAILS
* ANNUAL GST SUMMARY IN EXCEL
* AUDITING CHEKING Bill

**WORK DESCRIPTION:**

**Parekh Enterprises (1 july 2019 to 25 january 2020)**

* **Bank statement**
* **Reconciliation of GSTR 2A**
* **Reconcilation of eway bill**
* **Passing entry of purchase**
* **Passing entry of sales**

**Naptune infosolution private limited ( 26 january to till now )**

* **Making invoice sales**
* **Daily Payment follow -ups**
* **Daily worksheet updats**

**OBJECTIVE:**

* I will try to upgrade my skills and knowledge and work hard
* For the organization and also try to improve my skills
* I will work sincerely with patience

**DECLARATION :**

I hereby declare that the above information is correct and true

PLACE:

MUMBAI:

DATE:

**(JYOTI SURESH ZAPATE)**