



**GEND PARV**  
**JUNIOR ACCOUNTANT**

Dubai, UAE

+971 582606186

parvloanari552@gmail.com

02+ Years' Experience

**SKILLS & STRENGTHS**

- Data Entry and Management
- Bank Reconciliation
- Time management
- Communication skills
- Teamwork

**COMPUTER SKILLS**

Good In M.S Office

Good Typing Speed

Expertise in Tally ERP 9,  
Microsoft ERP

**Personal Information**

- **Nationality**  
Indian
- **Gender**  
Male
- **Marital Status**  
Married
- **Languages Known**  
English,Gujarati,Hindi,  
Marathi
- **Date Of Birth**  
22th Feb, 2000

Looking to contribute my knowledge and skills in an organization as an Accountant Professional that offers a genuine opportunity for career progression.

★ **CORE COMPETENCIES**

- Accounts Receivable
- Accounts Payable
- Excellent Skills in Microsoft Excel
- Inventory Controls
- Value added Tax (VAT)
- General Ledger

🎓 **EDUCATION**

- **Bachelor of commerce 2020**  
**Veer Narmad South Gujarat University**

👜 **DOMAIN SKILLS**

- Valuable experience in Accounts receivable/Payable, Purchasing, Book keeping, Bank Reconciliation Statements, etc.
- Processed purchasing requests and maintained purchasing logs.
- Followed-up on delivery schedules, payment delays, and invoice queries

👜 **C&A Hitesh Porwal**  
**Junior Accountant (Feb-23 to Presently Working)**

- Clients Accounting
- GST Return
- Posting and processing journal entries to ensure that all business transaction are recorded.
- Manage customer invoice and orders
- Record Account payable and receivable transaction and follow up the customers for payment.
- Accounts Payable & Receivable, Preparation of Tax Invoice & Purchase Order.
- Accruals of Income & Expenses, & Bank Reconciliation Ledger Scrutiny & Bank Reconciliation

👜 **Ventura securities limited 2021 to 2023**  
**( Indian Stock Market )**

- Stock market broker
- Analytical skill
- Financial literacy
- Interpersonal skills