



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