

CURRICULUM VITAE

SMITH UPENDRABHAI DARJI

E/123, Siddhi Appartment,
Inside Madhuvan Bunglows,
Nr. Prastige Bunglows,
Nr, Hariom Nagar,Ghodasar,
Maninagar,Ahmedabad 380050.

Moblie No.: **9033901107**

Email: **spdarji@gmail.com**

Sub: ACCOUNTANT

Career Objective:

➔To work as an ophthalmic Assistant in Accounts, with professionals to provide my best and helps in profitable growth of organization.

Professional Qualification:

1. MS-Office, (Word, Excel,Power Point) , Internet.
2. Certificate In Computer Concept (CCC-BAOU) 58.00%
3. Tally.ERP 9

Working Experience:

- ❖ AT PRESENT I AM WORKING IN SUN STERIFAAB PVT LTD. 277,G.V.M.M. ODHAV AHMEDABAD-382445 LAST THREE YEARS. AS ACCOUNT ASSISTANT.
- ❖ TWO YEAR EXPERENCE IN ANU METAL INDUSTRIES GIDC, VATVA.AS ACCOUNT ASSISTANT.
- ❖ I have knowledge of Vat, Tds, EXCISES.

❖ **Job Responsibilities :**

1. Skill to prepare P&L accounts, balance sheet reconciliations
2. Dealing with statutory returns
3. Preparation of sales invoices, journals voucher and depreciation voucher
4. Preparation of account payables & receivables
5. Helps in preparing sales/purchase ledger duties, cashbook, payroll.
6. handling dispatch activities
7. Posses basic knowledge about excise

❖ **Present Salary Rs.15090.00 p.m+ BONOUS**

Education Qualification:

Sanitary Inspector	May 2012	AIILSG	61.05%
B.com	April 2011	Gujarat University	47.66%
HSC (Commerce)	March 2008	G.S.E.B	53.00%
SSC	March 2006	G.S.E.B	65.71%

Personal Details

Date of Birth : 14/06/1990
Nationality : Indian
Languages Known : Gujarati & Hindi & English
Marital Status : MARRIED
Religion : Hindu Darji

More About Self:

- ❖ Systematic Approach.
- ❖ Team work
- ❖ Desire to learn more and more.
- ❖ Ready to accept challenges at all levels in positive manner.
- ❖ Hard working.

I declare that the information given above is true to best of my knowledge.

Date: 28/07/2016

Place: Ahmedabad.

(Smith Darji)

