

Resume

Abhishek Malani

Email Id: abhishekbmalani@gmail.com

Contact no: 8141177107

Surat.

- **Career Objective**

To gain experience in the field of accounting and also utilize my skill in order to increase productivity of organization and individual growth.

- **Technical Skills**

- o Ms. Excel,
- o Internet Savvy,
- o MS Office

- **Personal Skills**

- o Tally ERP.9, Tally Prime,
- o GST, TDS,
- o Knowledge of accounting,
- o Good command over analysis,
- o Written and communication skill,
- o Smart working ability, Trustworthy.

- **Profile**

- o Personal work of MD,
- o Payments Process of Petrol & Travel Payment,
- o TDS Calculate (Excel sheet),
- o RTGS / NEFT payments process,
- o Cheque deposits & preparation and printing,
- o Cash / Petty Cash entry,
- o Tally Software work (Day to day Accounting entry),
- o billing/Invoice process & entry,
- o Report of Outstanding payment,
- o Outstanding follow up Vander,
- o Purchase billing entry, Sale billing entry, Journal entry, Payment Entry, (Electricity, Water, Courier etc...),
- o Bank Reconciliation, Vendor Payment,
- o Bill check and payment,
- o All ledger check & Reconciliations,

- **Education Qualification**

| Degree | School/college | Year | Uni./ board | Percentage |
|--------|---|------|-------------|------------|
| B.Com | Sahjanand college | 2020 | Guj Uni. | 55.12% |
| HSC | Smt. Shantaben Haribhai Gajera Vidhyasabha | 2017 | GHSEB | 76% |
| SSC | Shri Gaytri Sanstha Vidhyalay | 2015 | GSEB | 61.83% |

Experience:

- I have 2+ year of experience as an accountant in Ace Paper Edges Pvt. Ltd. & Parikh Clearing Agency Pvt. Ltd. (CHA). Since Jul-2019 to Aug-21.
- I have 6+ Months of experience as an accountant (Billing Executive) in J. P. FOODS (Div. of J.P.T.P. Pvt. Ltd) (Wonder Masala) Since Oct-2020 to Apl-22.

- **Personal Profile**

Hobbies : Listening music, reading books, travelling

Date of Birth : 2 May-2000

Address : 22, Ground Floor, Tapi Society, Ashram Road, Katargam, Surat.

Marital Status : Single

Religion : Hindu

Strengths : Positive attitude, Perfection in work

Language Known : English, Hindi, Gujarati

- **Declaration**

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

Abhishek Malani