**CURRICULUM VITAE**

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**Career Objective:**

* To achieve a responsible position & learn the practices of an Organization and to add value to organization through smart & devoted work.

**Academic Detail:**

* L.L.B.( Bachelor In Law) with specialization in Taxations at V.T. Chokkasi Law College of Veer Naramad South Gujatar University to Surat.
* B. Com. from Sir K. P. College of Commerce affiliated to Veer Narmad South Gujarat University, Surat.

**Experience:**

1. Kumar V. Dave Tax Consultant As Junior Advocate and Computer Operator Since March 2010

**Work Area:-**

* Filling Online return for Vat
* Personal & Firm Income Tax
* Online Sales tax Return filing
* Follow up with client.
* Manage Petty cash for firm.
* Appearing in Assessment for Vat And Income Tax
* Communication with Client for any query in Taxation
* Data Entry Work & General administration Work

**Key Skills:**

* Basics, MS Office, Internet, Mailing

**Personal Strength:**

* Quick Learner
* Good Negotiation skill
* Believe in Long-lasting relation.
* Enthusiastic to learn & share knowledge.
* Good Team Leader

**Language**

* English – Read, Write, Speak
* Hindi – Read, Write, Speak
* Gujarati – Read, Write, Speak