 Rimple

[Rimple.196249@2freemail.com](mailto:Rimple.196249@2freemail.com)

**Subject: Apply for Account Assistant.**

Respected Sir / Madam

This is response to your advertisement inviting application for the post of “**AccountAssistant”.** I offer here my candidature through this letter. I take this job with complete sense of responsibility. I assure you my sincere efforts to rise. to your expectation.

A complete Bio- data is enclosed here with for your consideration please calls me for a personal interview at the earliest.

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**Professional Objective:** To be a part of a progressive & dynamic organization, contribute to the growth and development of the organization, and achieve my career goals.

**Work Experience:**

Organization : **JITENDRA G. GAJDHAR (TAX CONSULTANT &ACCOUNTANT)**

Designation : Clerk.

Duration : From March’2010 to till date.

***Roles & Responsibilities***

* Checking and Verification of all the supporting Documents those are required for the payment and reconciliation of creditors Account.
* Bank Reconciliation.
* Data Entry of Sales Invoicing and Purchase Invoicing
* All document controlling and proper filings.
* Attending the Client Queries
* Preparation of payment, Payment follow up
* Daily Reporting to the Proprietor

**EDUCATION:**

* Bachelor Degree(B.Com From SouthGujaratUniversity,Surat)
* Master Degree (M.Com. Running from South Gujarat University, Surat)

**COMPUTER KNOWLEDGE & ADDITIONAL EDUCATION**

* Office Management with Financial Accounting
* Tally.
* Ms Office (Excel.,Ms Word, Power Point, Internet)

**STRENGTHS:**

* Total commitment to the assigned job
* Self Confidence& Hardworking
* Ability to work under presser