**CA**

CAREER OBJECTIVE

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| I am looking for a career in organization which would provide me the opportunity to learn and apply my knowledge. This would be a platform where I can work in tandem with organization’s vision and curve out a responsible position in the field of Finance, Accounts & Taxation. SYNPOSIS* A self-motivated business management professional and chartered accountant by qualification with over one year experience and 3.5 years article ship exposer with reputed CA Firm.
* Positive attitude Team Player, Ability to work in dynamic environment and under pressure situation. Possess honesty and ability to work hard
* Capable of managing accounting activities including preparation of account, balance Sheet, Profit and Loss account and reconciliation statement leading to finalization of account
* Prioritizing the given tasks and completing the projects successfully before deadlines.

ACADEMIA2015 chartered accountant from Institute of Chartered accountants of India2010 B.Com from J.Z.Shah and H.P.Desai Commerce College**PROFESIONAL EXPERIENCE**Recently Worked as a “Accountant “At “HRV Marshall & Associates (Chartered accountants)” (INDIA) From December 2014 to March 2016.**Job Responsibly** * Handling the accounts of our Firm
* Finalization Books of Accounts
* Handling Bank Transaction and prepare monthly bank Reconciliation
* Checking all Necessary Documents in file whether its invoicing is done or not, all other supporting documents like Agreements , Contracts , Bills , sales invoice
* Worked as Audit assistant and supervising article clerks
* We have used Tally Software

Before Worked as a “ Article Assistance “ At “R P R & Co ( Chartered Accountants)” (INDIA) From Aug 2011 to Aug 2014.**Job Responsibly** * Handling the issuing of EPCG Authorization
* Handling of subsidies scheme state as well as central
* Participate in internal audit as team member
* Worked as Audit assistant
* Handling the accountant of the firm

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##### COMPUTER EDUCATION & SKILLS

* Computer Training as Per Guidelines of ICAI.
* Excellent Skills in MS- Office (Word, Excel, PowerPoint)
* Worked in accounting package like Tally ERP9

PERSONAL DOSSIER

* Date of birth : 12th Oct, 1989
* Gender : Male
* Language Known : English, Hindi and Gujarati
* Marital status : Single
* Nationality : Indian
* Hobbies : listening Music, Travelling

**First Name of Application CV No:** **1655250**

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