

BINDIYA

EMAIL ID:- [bindiya-395939@gulfjobseeker.com](mailto:bindiya-395939@gulfjobseeker.com)

# CAREEROBJECTIVE

* To obtain a challenging position in forward looking companies that require a highly motivated person to attain the objectives.

# PERSONAL INFORMATION

* NAME:- BINDIYA
* SEX:- FEMALE
* NATIONALIT:-- INDIAN
* ADDRESS:- Sharjah, UAE
* MARTIAL STATUS:- MARRIED

PASSPORT

* DATE OF ISSUE:- 04-09-2018
* DATE OF EXPIRY:- 03-09-2023

# ACADEMIC RECORDS

* S.S.C -2013 -VIDYA KUNG ENGLISG MEDIUM HIGH SCHOOL,NAVSARI--90.66(PERCENTILE )
* H.S.C.-2015- VIDYA KUNG ENGLISG MEDIUM HIGH SCHOOL,NAVSARI---86.94(PERCENTILE )
* B.E. IN INSTRUMENTATION AND CONTROL ENGG—2019--VISWAKARMA GOVERNMENT ENGGINEERING COLLEGE,AHMEDABAD. ----6.83 CPGA
* DIPLOMA IN ACCOUNTING IN TALLY.ERG9—2019--PLUS INSTUTUE OF ACCOUNTING,NAVSARI- A grade.

# PROFESSIONAL SKILLS

* Knowledge of Tally ERG.9 & ERG Software.
* Knowledge of Ms-Office, MS Excel, Internet.
* Knowledge of sales tax, tds, excise, payable receivable and acknowledgements.

# RESPONSIBILITIES

* Maintain day to day books of Accounts in Tally,
* Maintain Bank Reconciliation Statement and Reconciliation Of Debtors & Creditors,
* Maintain Internal Audit: Store And Accounts Book,
* Maintain Journal Entry Sale, Purchase & Exp Invoice,
* Calculation of Monthly SaleTax/Vat ,Services Tax &TDS Filling Return.
* Preparation SaleTax ,Services Tax Returne & TDS Returne.
* Filling Quarterlyknowledge of Sales Tax, TDS, Excise, Service Tax.

# STRENGTHS

* Ability to concentrate for long period of time, willingness to confront difficult problems and the will to perform under pressure.

# DECLARATION

* I Hereby Declare That The Above Information Is True & Correct To The Best Of My Knowledge. I Am Confident That Any Work Assigned To Me Will Be Completed As Per As Assigner,Satisfaction & Looking Forward For Your Favourable Response.

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