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| **Name :**  **HEMAL SHAH**  **E-mail :**  **Shah.hemal68@yahoo.com**  **Contact No:**  **(+91) 9624866077(M)**  **(+91) 8401048349(M)**  **Personal Detail:** Present Address: **43/516, Ashirwad app.**  **Opp -Tele.Exch,**  **Naranpura,**  **Ahmedabad-380063.**  **DOB:**  **23-03-1994**  **Nationality:**  **Indian**  **Marital Status: Unmarried**  **Sex:**  **Male**  Languages Known:  English, Hindi & Gujarati  **Father’s Name:**  **Mr. Nitinkumar B. Shah** | Education   * **Degree:** Bachelor of commerce * **Institution:** Gujarat Commerce College * **Graduate.** * **Knowledge:** computer hardware  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | **STANDARD** | **UNIVERSITY**  **BOARD** | **PASSING**  **YEAR** | **PERCEN-TAGE** | **CLASS**  **DIVISION** |  | | S.S.C | G.S.E.B | April-2009 | 59.00% | Second | | | H.S.C | G.H.S.E.B | April-2011 | 62.84% | First | | | B.com | GUJ. UNI. | April-2014 | 48.9 % | Pass | |   Hobbies:   * Photography, Travelling, Evergreen Song,   Experience:   * Working was an accountant in **Is-agro s.p.a C&F** **Firm (Pesticides).**   + - Cash & Bank Transaction.     - Bank reconciliation.     - Maintaining accounts if receivable & payables.     - Entry of bank Receipt & Bank Payment. * Working in **suraj Limited as a Account Assistant (Executive)**. **From 01-05-2015 To Till Date.**   + - Same as all Above Category working hear.     - Entry of all type of Voucher.     - I’m Handling personal (18) Account and Bank Reconciliation.     - Also Know E-Payment, T.D.S Payment , Custom-duty Payment. Fund Transfer.     - Periodical Analysis of Debtors & Creditors With ageing & reporting to Director.     - Handling internal audit undertaken Periodically     - Prepaid the bank Granite, Letter of Credit (inland & Foreign)     - Prepaid the Buyer’s Credit Documentation , and I know in which condition Hedge the dollar.     - Prepaid The Director & Director-family personal Balance-sheet.   Skill & Strength :   * Time Management. * A Quick Learning and my strength my grasping power. * My Ability to handle & team work and different environment. Better understanding & convincing Power. * I’ll able to work with Director.     Additional Knowledge:   * ERP system (T.FAT), MS office, FAS, Tally ERP-9,   Declaration:  Hereby I declared that all information given above is true & confirmed according to my knowledge.    Date : \_\_\_\_\_\_\_\_\_\_\_\_  Place : **Shah Hemal Nitinkumar.** |