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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

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| **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.** |