

Bhoomi Panchal

Z-2/ 101, Ghanshyam Complex,
Ghatlodia,
Ahmedabad 382481
M-9737173418
E-mail: bapanchal90@gmail.com

Profile Overview

- B.Com- Commerce from Gujarat University.
- Effective Communication and interpersonal Skill.
- Strong Knowledge of Accounting, Tally.
- Ability to grasp new things quickly.
- Capability of multitasking and competitive challenging and high growth environment.
- Good Command in Tally, Word, Excel, Gujarati Typing & far vision (construction software).

Work Experience

- **Abj & Company (1-July-15 To 30-June-16)**
 - Maintain all the documents related work.
 - Managed the Bank & Cash payments.
 - Created financial reports and all areas of responsibility.
- **Svara Impex Pvt Ltd. (1-July-16 To 10-May-17)**
 - Handle all the accounts of company.
 - PCFC Documentation Work.
 - Manage ECGC insurance.
 - Handling the documents of export & Import.
 - Maintained BRC, MEIS, Duty Draw Back
 - Shipment related documents & issues handled.

- **Shilp Group (13 – May -17 To 20 – March -19)**

- Handle all the accounts of company.
- Bank related documents.
- Manage finance of company.
- Prepare GST related all reports.
- Prepare TDS challan and return filling.
- Bank Reconciliation.
- Ledger conformation with client.
- Co-ordinate with CA for audit porpuse.
- All tally data entry.

- **Triveni Infrabuild (21 – March-19 To Till date)**

- Handle all the accounts of company.
- Bank related documents.
- Manage finance of company.
- Prepare GST related all reports.
- Prepare TDS challan and return filling.
- Bank Reconciliation.
- Ledger conformation with client.
- Co-ordinate with CA for audit porpuse.
- All tally data entry.

Education

- 10th from Shakti Vidhyalaya School(GSEB) with Second Class in 2005.
- 12th from Gyanda Girls School (GSEB) with First Class in 2007.
- B.com-From R.H. Patel College of commerce with second class in 2010. • Certified Course in Tally 7.2,9.

Personal Details

Name: Bhoomi Panchal

Date of Birth : 9-June-1990

Contact No: + 91 9737173418

Language Known: Gujarati, Hindi, English.

E-Mail: bapanchal90@gmail.com

Salary Expected: As per company terms and conditions.

About My Self: I am dedicated to my work and extremely confident in accepting challenging assignments and new roles in a professional environment.

Thanks & Regards,

Bhoomi Panchal.