

**Curriculum vitae**



**Payal V Vadera**

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**OBJECTIVE:**

“To secure a promising position that offers both a challenge and a good opportunity for growth”.

**PROFESSIONAL SUMMARY:**

 highly Organized and efficient in fast-paced multitasking environments; able to prioritize effectively to accomplish objectives with creativity, enthusiasm and humor.

**EDUCATIONAL QUALIFICATION:**

* B.Com from Gujarat University with 2nd Class aggregate marks in 2014.
* HSC from GSHEB with 64.50% marks in 2011.
* SSC from GSEB with 55% marks in 2009.

**TECHNICAL SKILLS:**



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* Microsoft Outlook; Yahoo! Email,
* Microsoft Excel (Formulas),
* Microsoft Word, Microsoft Power point,
* Internet Searching,
* Basic knowledge of Photoshop,
* Tally ERP.9



**Work Experience:**

***SCC Infrastructure Pvt. Ltd (Ahmedabad)***

***Accountant Assistant (January 2019 to till date)***

***Job Profile***

* Day to Day pass all the entries in Tally ERP9.
* Daily Bank reconciliation.
* Handling Bank Payments.
* Preparation of Sales Invoice and Purchase Invoice.
* Maintain All Debtor & Creditors Account, Receivable and payable account.
* Taking care of salary and deposited legal dues of employee related (PF,ESI,PT).
* Quarterly Preparation of TDS return.
* Computation of Service Tax.
* Filling Documents & Other misc. works related to accounts.

***Jeweltech (Ahmedabad)***

***Accountant cum Office Admin Executive (March. 2017 to January 2019)***

***Job Profile***

* Maintenance of Accounts as per Company Accounts Rules & Regulation, till the its finalization.
* Preparation of elaborated details of TDS etc. for the purpose of filing E-Income Tax Return.
* Scrutiny of purchase bills, including and by confirmation of actual receipt materials as per issued purchase orders.
* Raising Invoices, accounting for the Purchase bills, Cash Vouchers, Debit & Credit Note, and Banking etc. as may be necessary.
* Expediting for Payment, Orders, Forms, and other relevant matters.
* Compliance / attending Tax Assessment work including of all types of paper work related to GST
* I have been successfully doing my job being well aware with Tally ERP-9, Excel, MS word etc.
* Office Management and Administration work.

***Click Information Pvt. Ltd. (thetender.com), Ahmedabad.***

***Care Support Executive (June-2014 to Feb-2017)***

***Job Profile***

* Call for customer feedback
* Handle Customer Query,
* Proficient in maintaining and managing Client Complain,
* Making client satisfaction.
* Expertise in working any CRM application.
* Commissioning and management of:
* Customer Relation.
* Business Development
* Troubleshooting of Customer problems and resolve it by specified time.
* Looking after maintenance of CRM (Customer Relationship Management) with updating.



***PERSONAL SKILLS:***

* [TEAMWORK:](http://www.kent.ac.uk/careers/sk/teamwork.htm) Work confidently within a group
* HARDWORKING: Ready for work with self-confidence.
* [FLEXIBILITY:](http://www.kent.ac.uk/careers/sk/adaptability.htm) Adapt successfully to changing situations & environments
* OFFICE MANAGEMENT : Able to handle Office Admin



***PERSONAL INFORMATION:***

* Name : Payal V. Vadera
* Date of Birth : 9th March 1993
* Gender : Female
* Marital Status : Single
* Nationality : Indian
* Language Known : Gujarat, Hindi & English,
* Present Address : B-10/401,IndiaBulls Appt. Saraspur, Ahmedabad



***DECLARATION:***

 I do hereby declare that all the particulars made above are true to the best of my knowledge and belief.

Place: Ahmedabad

(Payal Vadera)

