**Subject :- Application for An account Department**

**Respected Sir,**

Please find enclose my C.V. here with. If given chance to work in your esteem group. I will prove my Capabilities & work for the growth & prosperity of the organization, expecting a favorable reply.

Thanking You.

Yours faithfully

### Modi Rajesh Jayantibhai

 9374697027

## *CURRICULUM VITAE*

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| ***1. Name*** |
| RAJESH JAYANTIBHAI MODI |

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| ***2. Address For Communication***  |
| D-406, SHREY EXOTICA, OPP. RAF CAMP, NEW R.T.O. ROAD, VASTALAhmedabadTelephone No. 9374697027 |

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| ***3. E mail ID*** |
| raajeshmodi53@gmail.com |

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| ***4.Objective***  |
| To work at the challenging position in the field where may knowledge and experience will be utilized and further developed and can score a flourishing zeal to may account and put me as an indispensable entity of the organization. |

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| ***5. Educational Qualification*** |
| **DEGREE** | **SUBJECT** | **SCHOOL /****COLLAGE** | **BOARD /****UNIVERSITY** | **YEAR OF****PASSING** | **SCORE** |
| **B. Com** | **ADVANCE ACCOUNTANCY** | **S.V.V.M.** | **GUJARAT UNIVERSITY** | **1993** | **SECOND** |

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| ***6. Computer Proficiency***  |
| OPERATING SYSTEM | WINDOWS – 98, 2000, XP, All version of windows.  |
| **PACKAGES** | **MS-OFFICE, TALLY, PAGE MAKER, GUJARATI-HINDI TYPE, OPERATE FINANCIAL ACCOUNTING SOFTWARE DEVELOPED BY VARIOUS PROGRAMMER, BASIC KNOLEDGE OF PHOTOSHOP.**  |
| **HARDWARE** | **INSTALLING VARIOUS SOFTWARE, CONNECTING WITH LAN, BASIC KNOLEDGE OF COMPUTER HARDWARE.** |

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| ***7. Work Experience***  |
| 5 YEARS | AN ACCOUNTANT IN **“NAVNIRMAN INFRASTRUCTURE”** GOVT. APPROVED ROAD CONTRACTOR. |

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| ***8. Currently Working {AKASH FASHION PRINTS PVT. LTD.}***  |
| I am working at **“Akash Fashion Prints Pvt. Ltd.”, a leading Cloth Process house,**  as an **Accountant from Sept. 2005**,At present I am handling **Routine Books of account**, **VAT, GST & INCOMETAX RELATED WORKS**. As well as Bank correspondence with regular statements (e.g. STOCK, MSOD, QIS ETC..) |

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| ***9. Salary Drawn & Benefits.*** |
| Rs. 40000/- BASIC SALARY**BONUS & PF** |

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| ***10. Expected Salary***  |
| NAGOTIABLE |

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| ***11. About Me.***  |
| RAJESH JAYANTIBHAI MODI |
| DATE OF BIRTH | OCTOBER 21, 1971 |
| **MARITAL STATUS / SEX** | Married / Male |
| **RELIGION** | Hindu |
| **HOBBIES** | Music, Cricket.  |
| **PERSONALITY OUTLOOK** | Good Communication Skills. |

Place : Ahmedabad

Date : 7.07.2020