**RESUME**

PARMAR CHIRAGBHAI NAGINBHAI

## Carrier Objective

 To obtain a challenging position in a company where I can utilize acquired skill in better way, learn new challenges and grow with company which will help me to explore myself fully and realize my potential.Willing to work as a key player in challenging & creative environment.

## Personal information

**Name** : Parmar chiragbhai naginbhai

**Father’s name** : Parmar naginbhai dahyabhai

**Permenant address** : At. : navi nagari,

 Village : kunpad,

 Post :manjusar , ta :savli,

 Dist :vadodara(guj.) - 391775.

**Date of birth** : 21/07/1992

**Nationality** : Indian

**Marital status** : Married

**Language known** : Gujarati, hindi, english

**Gender** : Male

**Contact no.** : **7046449704/9106250527**

**E-mail** : chiragparmara1@gmail.com

## Professional Qualification

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **EXAMINATION PASSED** | **BOARD OR UNIVERSITY** | **SUBJECT** | **YEAR OF PASSING** | **PERCENTAGE** |
| S.S.C. | G.S.E.B | - | MARCH - 2008 | 61.23% |
| H.S.C. | G.S.H.S.E.B | COMMERCE | MARCH - 2010 | 70.14% |
| B.COM. | THE M.S.U. OF BARODA | COMMERCE | APRIL - 2013 | 60.58% |
| M.COM. | THE M.S.U.OF BARODA | COMMERCE (A/C&FIN.MGT) | APRIL - 2015 | 59.75% |

**Computer skill :** Tally ERP 9.

 MS Office Word ,Excel ,internet.

**Experience**  **:** I have worked with a manufacturing company i.e. “fibre and fibre glass products”, GIDC, Manjusar. – as an account assistant from december 2015 to december 2019 (i.e. I have Total 4 Years of experience).

**Current salary** **:**  RS.264000/- P.A. (Company payroll)

**Reason for leaving the job** **:** For better future and knowledge.

## WORKING KNOWLEDGE

* Prepare sales invoces in tally & Entries of sales order.
* Entries of sales bills, purchase bills & journal expense entries.
* Entries of receipts, payment, cash vouchers, debit/credit note.
* Preparing bank reconciliation.
* Making payment after verifying purchase bills cleared on due basis.
* Maintain records of cheque receipts. (also of PDC cheque received)
* Generating C form and e-way bill.
* Audit work, GST work, Banking work.
* E-Mail regarding ledger confirmation & payment reminder etc.

## Strength

* Honest and hardworking.
* Delivering work on commitment.

## Declaration

 I hereby would like to declare that the above furnished Information is true to best of my knowledge & belief.

Place : Vadodara Yours faithfully

 CHIRAG N. PARMAR.