**Ashish Barvadiya**

**Mo. No.** : -+91 70 69 78 31 31 **E-Mail id**: - ashishb59@gmail.com

**Personal Details:**

Full Name : Barvadiya Ashish Gordhanbhai

Address : To. Mevasa

Tal. - Jetpur Dist. - Rajkot

Date of Birth : 18th June, 1992.

Gender : Male

Marital Status : Married

Nationality : Indian

Hobby : Reading, Music, Playing

Job location : Any place in Gujarat

**Qualification Skills:**

**M.Com. Saurashtra University**

M.Com, Master of Commerce, Mar 2015 (59%)

**B.B.A. Saurashtra University**

B.B.A., Bachelor of Business Administration, Mar 2013 (54%)

**Computer Skills:**

Tally ERP 9, MS Office, Miracle, Shree Sava, SAP

**Languages:**

English, Hindi, Gujarati

**Job Profile:**

Ass. Accountant

**Objective:**

To get a position as accountant in a senior position and to gain further experience in accounting field, willing to relocate.

**Area of Interest:**

* Accounting & Financial Work
* Marketing

**Experience Summary:**

* Managed complex accounting tasks efficiently
* Changed inefficient work processes into productive ones and introduced automation through software
* Able to train and manage teams for various accounting activities
* Total more than 5 Years 8 Month Experience

**Professional Experience:**

**Balaji Wafers Pvt. Ltd., Rajkot**

**Ass. Accountant, April 2016 to Present**

* Handling day to day accounting entries and ledgers
* Purchase Entry, Sales Entry, Purchase and Sales Return
* Preparation of TDS
* Preparation of GSTR (1, 2, 3B), VAT Reports
* Journal Entry, Cash And Bank
* Cash And Bank Maintain
* Daily Bank Reconcile

**Hi-Bond Infra Pvt. Ltd., Rajkot**

**Ass. Accountant, May 2015 to March 2016**

* Handling day to day accounting entries and ledgers
* Preparation of TDS and Service Tax reports
* Preparation of VAT Reports
* Journal Entry, Cash And Bank
* Prepare Pay Roll Register
* Purchase Entry, Sales Entry, Purchase and Sales Return
* Cash And Bank Maintain
* Daily Bank Reconcile

**Captain Tractor Pvt. Ltd. Veravad( Shapar )**

**Ass. Accountant, Nov 2013 to Apr 2015**

* Journal Entry, Cash And Bank
* Cash And Bank Reconcile
* Purchase Entry, Sales Entry, Purchase Return
* Prepare Pay Roll Register
* Handling day to day accounting entries and ledgers

**Strength:**

* Looking for challenges and Responsibilities, leadership skill, Friendly adjusting and co-operative attitude, Self Confidence.
* I hereby declare that all the above information are true & correct to best of my knowledge.

**Your Faithfully,  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**(Ashish G. Barvadiya)**