# Work Experience:- Mayur.com.in.jpg

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| **Duration** | **Organization** | **Designation** | **Job Responsibilities** |
| 22 March-2013 to 17 Aug.-2015 | Indusind Bank Pvt.Ltd | Office Assistant | * Strong ability to work multiple supervisors.
* Making weekly Report.
* Answering telephones and intercoms, taking messages, responding to inquiries.
* Greet Visitors, Conduct tours as needed, provided Basic Information to Visitors.
* Clearing Bank Cheques and other Bank work.
* Daily Making Bank Vouchers Sheet Payment & Cheques.
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| 03 Nov.-2015 to 17-Sept.2016 15 Feb.2017 to 30 Sept.201803 Oct.2018 To till date | Narayani Heights Hotel AhmadabadHotel Galaxy inn AhmedabadThe Cambay Hotel &ResortsAhmedabad | H.R.AssistantAccountant Cum/Cashier Accountant | * Maintaining the existing employees and take the feedback.
* Assist the accounts department for making the salaries of employees.
* Maintaining employee details, Attendance, Documentation & H.r.Induction.
* Filing work zerox, printing, scening, etc.
* Responsible for Joining formalities & Maintain employees Data file.
* Making a Bills & Decoration Staff Overtime Given Per Month.
* Daily Work Reporting Sheet Given to the Manager.
* Handing Daily Cash & Payment Vouchers.
* Making Salary of All Employees.
* Prepare profit and loss statements and monthly closing and cost accounting reports.
* Explain Billing invoices to staff, vendors and clients.
* Prepares payments by verifying documentation and requesting disbursements.
* Preparing accounts and tax returns.
* Handling Daily Cash and sale reports.
* Update vendors and party payments.
* Preparing accounting and tax reports.
* Handing expenses vouchers payments/vendors etc.
* Mis daily reports. /billing adjus rooms /restaurants/banquet/laundry.
* Income expenses Reports on daily basis.
* Handling Cash/ banking brs on daily basis.
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# Academic Record:-

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| --- | --- | --- | --- | --- |
| **Year** | **Degree** | **Institution** | **Class/Board** | **Remarks** |
| 2015 | B.Com. | Mohanlal Sukhadiya University Udaipur. (Raj.) | Siddhi Collage Sagwara.(Raj.) | 58.00% |
| 2012 | H.S.C. | Board of Secondary Education Rajasthan. | Govt.Sen.Sec. School Bhiluda | 61.20% |
| 2010 | S.S.C. | Board of Secondary Education Rajasthan. | Govt.Sen.Sec. School Bhiluda | 57.00% |

#  Professional Qualifications:-

* Completed ***Certificate Course in Professional Accounting (CCPA)***from Six Sense Education Pvt.Ltd Ahmadabad.

**Acquired skills**: - Journal Entrees Accounting, Banking Transactions and Reconciliation, Taxation, Tds, Vat, Service Tax Costing, working knowledge of other accounting software – Tally ERP9, Ids Software & Vihsva. Professional knowledge of MS Office and Internet applications.

# Career Interest: -

* I want to work for an organization that will help me utilize and develop my skills and abilities.
* I aspire to join the company or firm which provide me to improve my accounting skills.

# Strengths: -

* I take feedback positively and work on my weakness where necessary.
* I complete my tasks with punctuality, sincerity and create positive working environment.
* I am flexible, honest and responsible.
* I have high stress tolerance and good interpersonal skills.

# Hobbies: -

* I like to play games and sports news.
* I enjoy listening to music and watching movies&Criket.

# Languages Know As: -

* Hindi, English & Gujarati.

# Declaration: -

 I Shall Be Grateful to You If My Application Is Considered Favorable and Assure That I Shall Work to Your Utmost.

Date: -

Place: - **Mayur Bhatt**