# 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. |
| 03 Nov.-2015 to 17-Sept.2016  15 Feb.2017  to 30 Sept.2018  03 Oct.2018  To till date | Narayani Heights Hotel Ahmadabad  Hotel Galaxy inn Ahmedabad  The Cambay Hotel &Resorts  Ahmedabad | H.R.Assistant  Accountant 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. |

# 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**