

# Resume

Mehul Babulal Bhati

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## Career Objective:

Whichever organization I join, I will give my best to enhance the growth of the organization and develop my skills towards the work I am doing for my job profile.

## Academic Background:

Passing Year	Qualification	Percentage	Institute/University/Board	Specialization Subjects
2019	BCom	44 %	Gujarat University	Commerce
2011	HSC	47 %	The Divine Image College, MSEB	Commerce
2009	SSC	57 %	Gyandeeep Vidyalaya, GHSEB	Commerce

## Skills:

- Tally ERP9, MS Excel, PTRC (DRAFTING)
- Accounting Contra Entry Payment, Receipt
- Sales, Purchase (Credit Note/ Debit Note)
- Journal Entry, Bank Reconciliation
- GSTR-1, GSTR-2A (Difference sheet)
- GST-3B, GSTR-3B (Audit Reco)

## Professional Experience:

### **Riya Associate (Corporate Advisor)**

23/12/2019 - Till

Designation - Accountant

### **S. S. Gandhi & Associate (B.com/ FCA)**

27/5/2019 - 30/11/2019

Designation - Junior Accountant

## **Nufuture Digital (India) Limited**

Customer Service Executive- 1<sup>st</sup> Dec, 2017 to till Date

- Client service as well as solve client's queries.
- Maintain Records of Clients.

## **AEGIS**

Back office Executive – 15<sup>th</sup> Feb, 2015 to 30<sup>th</sup> Jul, 2017.

- Handling Backend Department (Retention Department)
- Maintain Customer Relationship

## **Personal Profile:**

<b>Name</b>	Mehul Bhati
<b>Email ID</b>	bhati.mehul11@gmail.com
<b>Date of Birth</b>	14/09/1992
<b>Gender</b>	Male
<b>Marital Status</b>	Single
<b>Nationality</b>	Indian
<b>Languages Known</b>	English, Hindi and Gujarati
<b>Hobbies</b>	Listening Music, Watching Movies
<b>Technical Skills</b>	Tally ERP 9, MS Office, Good Analytical Skill

## **Self-Declaration**

I hereby declare that information mention above is true to the best of my knowledge.