

Resume



PARUL H. KAPADIYA

20, Akashdeep Society,
Opp. Jay Bhavani Row House ,Kalol (E)
Gandhinagar - 382721 , Gujarat . INDIA

OBJECTIVES :-

Seeking a responsible position for the accounting and logistics post where I can explore my knowledge and views in the accounting and logistic procedure in logistics department.

EXPERIENCE :-

⇒ **R Square**

**Chandkheda, Gujarat
Nov, 2017 – 15/03/18**

Designation – Accountant

Currently I am handling accounting & taxation department.

- Work in Tally ERP 9
- Preparing Bank Reconciliation statement, Sales & purchase Invoice,
- Making sales bills, Purchase bill, Debtors ledgers Reconciliation, Payment, Receipt follow up, Journal Entries, Maintain General Ledger, Cash handling, prepare salary sheet in excel etc.
- Maintain all Register, Attendance, Inward, Outward, Cash with Excel.

⇒ **Wagad Infraprojects Pvt Ltd**

**Adalaj , Gujarat
Dec, 2014 – Oct 2017**

Designation – Accountant

Currently I am handling accounting & taxation department.

- Prepare invoice, handled inventory; bank reconciliation, prepare stock statement in ENWAY ERP.
 - Timely submission of all data to H.O and discuss the problem with senior and other work.
 - Calculation of commission, Pass Bills etc in Excel & Software,
 - Making sales bills, Purchase bill, Debtors ledgers Reconciliation, Payment, Receipt follow up, Journal Entries, Maintain General Ledger, Cash handling, prepare salary sheet in excel etc.
 - Give quotation and making purchase order.
 - Maintain all Register, Attendance, Inward, Outward, Cash With Excel.
 - Work with Tally ERP 9 with GST implement and all Return making , verify and online
 - GST return file.
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⇒ **Ame Chhiye Services Pvt Ltd**

Ahmedabad , Gujarat

June, 2014- Nov, 2014

Designation – Account Executives

- Prepare invoice, handled inventory; prepare stock statement in BULK ERP.
- Timely submission of all data to discuss the problem with senior and other work.
- Calculation of commission, Pass Bills etc in Excel & Tally 9.

⇒ **Phoenix Corporation**

Ahmadabad, Gujarat

Apr, 2013 to Jun, 2014

Designation – Account Executives

- Prepare invoice, Sales & Purchase in Tally 9.
- Maintain all type registers likes outward, inward, cash & GRN
- Data Entry & Payment of Sales & Purchase Invoice.
- Managing Office Admin Work.

Indian Farmers fertilizers co-operatives Ltd. (IFFCO)

Saaij, Kalol, Gujarat

Aug, 2011 to May, 2013

Designation – Computer Operator

- Soil Testing Laboratory Co-Operatives Ruler Development Trust Iffco Kalol.

EDUCATION:-

- **SSC in 2003** from Gujarat Secondary and Higher Secondary Education Board Gandhinagar.
- **HSC in 2005** from Gujarat Secondary and Higher Secondary Education Board Gandhinagar.
- T.Y.B.R.S. (Hemchandracharya North Gujarat University) **Gujarat University, Gujarat , India, June, 2008**
- Tally ERP 09
- CCC.
- Computer Basic Knowledge (Excel, Word, Internet)
- Tally ERP 09 with GST implement and all Return making, verify and online GST return file.

PERSONAL DETAILS:-

Date of Birth	:-	31 th Jul, 1987
Contact	:-	8469136622, 8160888755
Email	:-	parulkapadiya1234@gmail.com
Marital Status	:-	Un married
Sex	:-	Female
Nationality	:-	Indian
Language	:-	Gujarati, Hindi and English

Date :-

(Parul Kapadiya)

