

SONAL PARMAR

Jolly Apt, Maninagar (E), Ahmedabad – 380008

♦ +917405045604 sonal.christian25@gmail.com

OBJECTIVE

To find a challenging position in a growing organization with global reach where I can optimally utilize my skills & enhance them thereby proving an asset for the growth of organization, further leading to continues professional growth & self development.

QUALIFICATION

2015	MASTER OF BUSINESS ADMINISTRATION <u>I.C.F.A.I. University</u>
MARCH 2014	BACHELOR OF COMMERSE <u>H.A. Gujarat University</u>
MARCH 2011	HIGHER SECONDRY EDUCATION <u>G.S.H.E.B.</u>
MARCH 2009	SECONDARY EDUCATION <u>G.S.E.B.</u>

COMPUTER SKILL

- Ms office
- Internet
- Tally ERP 9

Experience

I have 3 Year & 6 Month Experience as an Account Assistant

RESPONSIBILITIES HANDLED

- Prepare Invoice & maintain records regarding the same
- Prepare Cheques and database of Salary and deal with Banks regarding the same
- Manage File records & proper filling of papers
- Handled Petty cash
- Verify Travel expense vouchers and maintain records regarding the same.
- Preparing of various statement to provide information to Management
- Data Entry in Tally
- Prepare Monthly TDS
- Prepare Monthly GST
- Monthly Bank Statement Reconciliation
- Manage Online Banking
- Support Management of accounts, and in preparing various statements regarding the same.

STRENGTH

- Can adapt to any work environment and nature.
- Believe in hard work and sincerity.
- Having Learning Aptitude
- Communication Skills
- Confident,
- Love to learn new things & detail conscious

PERSONAL PROFILE

- Name** : Sonal Parmar
 - Gender** : Female
 - Date of Birth** : 25-09-1993
 - Nationality** : Indian
 - Languages Known** : Gujarati, English, Hindi
 - Permanent Address** : As above
 - Mobile** : +917405045604
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DECLARATION

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

Yours Faithfully

Sonal Parmar

