**CURRICULUM VITAE**

|  |
| --- |
| **Meet M. Gondaliya**  |
|  17, Hariom Raw House Duplex,  Opp. Devbhumi Society,  B/h. Vishamo Apartment,  Ghodasar, Ahmedabad-380050  +91 9737618860 Email Id:montumeet@gmail.com  |
|   |

# Objective

Innovative accountant seeking position as accountant which will allow the application of knowledge and skills in database preparation, use and maintenance as well as other basic accounting skills in an organization that is growing. A challenging fulltime position in dynamic and progressive company where my creative talents & innovative capabilities can be efficiently utilized.

# Academics

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Year**  | **Degree**  | **University**  | **Specializati on**  | **Class**  |
| June - 2015  | B Ed  | Gujarat Univ.  | Accounts  | Distinction   |
| April - 2013  | M.Com  | Gujarat Univ.  | Commerce  | Pass class  |
| April - 2011  | Diploma in Taxation Practice  | Gujarat Univ.  | Taxation  | Second Class  |
| March-2009  | T.Y. B. Com  | Gujarat Univ.  | Commerce  | Pass Class  |
| March-2006  | H.S.C  | G.S.E.B.  | Commerce  | First  |
| March-2004  | S.S.C  | G.S.E.B.  | English  | First  |

**Work Experience:**

* Presently Working in Team lease As a Junior officer in Finance From 01-08-2017
* M/s. Global Innovsource Solution Pvt Ltd as an Account Assistant Since 3rd oct 2015 to 20th may 2017.
* Worked with Navkar Institute, as an Account Assistant for the period Feb -2014 to June – 2015.
* Worked with IIIEM, as an Account Assistant for the period October-2012 to January-2014
* 2 Years work Experience as a Home Tutor.

**Job Profile:**

* Responsible for daily bill, Cash collection.
* Maintaining cash, fees payment Receipt.
* General Ledger.
* Bills Payable & Bills Receivable.
* All Accounting Process.
* Handling Account & Ledger.• Handling Import Transaction.

# Computer Skill

|  |  |  |
| --- | --- | --- |
| **Operating System**  |   Windows 95/98/2000, XP   |  Windows NT MS-DOS  |
| **Application Soft- ware**  |  Ms-Office   |  TALLY  |

# Personal Information

|  |  |
| --- | --- |
| **Date of Birth**  | 04th February 1988  |
| **Marital Status**  | Unmarried |
| **Gender**  | Male  |
| **Religion**  | Hindu  |
| **Nationality**  | Indian  |
| **Area of Interest**  | Accounting, Management, Administration  |
| **Strengths**  | Positive Attitude, Thrust for knowledge  |

# Activities & Achievements

|  |  |  |
| --- | --- | --- |
| **Hobbies**  |  Reading  Music   |  Travelling  Making new friends.   |

# Declaration

Respected Sir/Madam, If I will be given the opportunity, I will be eager to work in your company to my ability, I hereby declare that the above written particulars are true to the best of my knowledge and belief.

**Yours sincerely,**

#  Meet Gondaliya