

GURUDAS VIJAY PARAB

101, Ganesh Krupa Apartment
Sabe Goan, Sabe Road, Diva East,
Thane-400612.

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CAREER OBJECTIVE

To work in a firm with a professional work driven environment where I can utilize and apply my knowledge, skills which would enable me as a fresh graduate to grow while fulfilling organizational goals.

EMPLOYMENT HISTORY:

CA. Navin Dedhia & Co., THANE.

June '2019 - January 2020

Accounts Executive

- Recording transactions in daily basis in Tally, maintaining books of accounts.
- Managed vendor accounts.
- Handling ledger accounts and keeping the check for any invoices or payments.
- Basic knowledge of GST, TDS and Income tax.

CA. FRG Company. Kalyan, Thane.

June '2018 - January 2019

Accounts Executive

- Handling books of Accounts (Tally ERP 9)
- Monthly Reconciliation of Bank, Accounts Receivable & Payable.
- Preparing cheque, Handling Petty Cash, Deposit of Cheque.
- Documentation and Filing.

Educational Qualification:

Qualification	Institute	Year	Percentage
T.Y.BAF	Royal College of Commerce & Science, Dombivli	2019-2020	70.00%
H.S.C	R.A.D.A.V. College, Bhandup	2016-2017	62.56%
S.S.C	Diva High School & Junior College, Diva	2014-2015	76.60%

Educational Qualification:

- MS CIT

PERSONAL DETAILS:

- Date of Birth :- 10th December 1998
- Language Known :- English, Hindi & Marathi
- Gender :- Male
- Marital Status :- Single
- Nationality :- Indian
- Interest & Hobbies :- Playing Cricket, watching movies, Listening to Music.

DECLARATION :

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

Place:

Date:

Gurudas V. Parab