

GAURAV MISTRY

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CAREER OBJECTIVE

To obtain professional and technical excellence through sincerity and hard work in professional and caring organization that provides a promising career progression.

EDUCATIONAL QUALIFICATION

Master of Business Administration,
Specialization: **Finance.**
Narmada Collage Of Management
Gujarat Technological University Affiliated

GPA: 7.78/10
(First Class with Distinction)
Sep 2021 – Sep 2023

Bachelor of Commerce,
Specialization: **Advance Accounting & Auditing**
Narmada Collage Of Science and Commerce
Veer Narmada South Gujarat University Affiliated

GPA: 5.54/10
(Second Class)
July 2017 – Dec 2020

MBA-PROJECTS

- **Summer Internship Project**
Topic: a study of awareness regarding E-waste Management amongst households in Bharuch at BEIL infrastructure Ltd Ankleshwar, Bharuch.
- **Multidisciplinary Action Project**
Topic: Empowering youth through financial literacy
- **Comprehensive Project**
Topic: a study of perception of investors towards Mutual funds investments.

WORK EXPERIENCE

1. **Indusind Bank, Ankleshwar**
Profile: **Teller (Cashier)**

DOJ : 20th March 2024

- Cash Management
- Customer Support

- Audit Record Maintenance
- Remittance

2. **ACT Infraport Ltd, Bharuch**
Profile: **Management Trainee Accounts**

DOJ: 1st July 2023
DOE: 22nd February 2024.

- Daily Expenses Booking.
- Accounts Receivable/Payable
- Bank and cash book maintenance
- TDS & GST reports (Monthly & Quarterly)
- Audit Record Keeping

- Billing/E- Invoicing (Service bills, Debit note, Credit note)
- Debtors/Creditors reports
- Payments/Collection
- Reconciliation

SKILLS

Non-Technical
Teamwork

Technical
Microsoft Office Application

Leadership Qualities
Event Management
Analytical Thinking & Problem-Solving

SAP (Basic knowledge)
Tally Prime
Finacle

STRENGTH

- Sincerity and Dedication
- Self-Motivation
- Positive attitude and Adaptive to change.
- Empathy towards others

HOBBIE

- Playing Cricket
- Cooking
- Reading Books

DECLARATION

I consider myself familiar with Management Aspects. I am also confident of my ability to work sincerely as a team-member.

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

Date: / /

Place: Bharuch

(GAURAVMISTRY)