



#### Contact

+91 8511567651

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#### Present Address

D-28, Shridhar Society  
Near Ram Nagar,  
Anklesgwar – 393001,  
Dist. Bharuch, Gujarat.

#### Skills

- Communication Skills
- Research
- Data Analysis
- Critical Thinking
- Team Work
- Customer Relation
- Business Analysis

#### Education Qualification

- S.S.C. G.S.E.B. Gandhinagar, March – 2003, with 1<sup>st</sup> Class.
- H.S.C G.S.E.B. Gandhinagar, March – 2005, with 1<sup>st</sup> Class.
- B.COM Pass from M.S. University, 2008, with 2<sup>nd</sup> Class.
- M.COM Pass from M.S. University, 2010, with 2<sup>nd</sup> Class.
- COPA Computer Course Pass From I.T.I. Ankleshwar, From : 2011, with 1<sup>st</sup> Class.
- B.Ed. Pass from V.N.S.G.U. Surat, 2012 with 1<sup>st</sup> Class.

## SUMITA VAGHELA

#### Career Objective

- To work with best of my abilities and skills in order to benefit my organization also to be better other in this competitive Time an influential Position in the organization.

#### Personal Detail

- Husband Name : Yatin Vaghela
- Date of birth : 29/11/1987
- Gender : Female
- Marital Status : Married
- Nationality : Indian Citizen.
- Religion : Hindu
- Hobbies : Music & Reading
- Language Know : Hindi Gujarat & English

#### Computer Knowledge

- Basic Knowledge of Computer
- MS Office
- Internet
- Tally Prime Silver

#### Experience – 5 Years

- I worked as an Accountant in Harish & Co. In Vadodara, for 2 Years and Mahi Enterprise for 1 Year & Mahaveer Sales 2 years.
- At Present I am working with Sanjay Engineering Works as an Accountant.

#### Job Profile

- Prepare and maintain GST Sales, Purchase and Journal Bills Entry in Tally Prime Silver.
- Bank Reconciliation & Maintained Bookkeeping
- Account Payable and receivable preparing delivery challan and Sales invoice & E-Way Bill.

#### Declaration

- I hereby declare that all the above mentioned information is true in my knowledge and belief

Thank You

Date :

Place :

Samita Vaghela