

# DIGNESH SHAH

+91-9265645687 | Email: digneshshah9982@gmail.com

Age: 24 | D.O.B: 16-12-1999 | Resident: Andada,

Ankleshwar, Gujarat.

Current CTC: 22k Monthly Expected CTC: 29K Monthly.

## Languages Known

English

Hindi

Gujarati

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## Experience

1. Working in Crop Life Science Ltd as An Account Assistant from 24<sup>th</sup> January 2022 to 7<sup>th</sup> January 2023.
2. Working in shri Dinesh mills Ltd from 10<sup>th</sup> January 2023 to 15<sup>th</sup> April 2023.
3. Currently working in Liladhar pasoo forwarder Pvt.Ltd from 17<sup>th</sup> April 2023 to till date.

## Key responsibilities area:

1. Take All Kind Of Payment, Receipt & Journal Entry.
2. Bank Reconciliation.
3. Vendor ledger reconciliation.
4. Purchase Bill Booking.
5. Petty cash management.
6. Bank payment to debtors and mis. Exps.
7. Collection from debtors follow up.
8. Sales Billing to customer.
9. Coordinate with vendor and customer.

## Skills

GST Return, Tally ERP advance with GST, Microsoft office, Communication

## Education

**NARMADA COLLAGE OF SCIENCE AND COMMARCE, BHARUCH, GUJARAT**

Bachelor of commerce 2019-20.

**SARDAR PATEL UNIVERSITY, ANAND.**

Master of commerce currently pursuing.

