

RESUME

Mistry Rachna bhagubhai

ADDRESS:

Ramnagar,
At & Post: Hansot,
Ta: Hansot,
Dist.: Bharuch,
Gujarat-Pin No 393030.

Email ID: mistryrachna9@gmail.com

Mobile No :- 8758101740

PERSONAL PROFILE:-

Name	:-	Mistry Rachanaben
Father's Name	:-	Mistry Bhagubhai
Date of Birth	:-	24.02.2000
Marital Status	:-	Unmarried.
Gender	:-	Female.
Language Known	:-	English, Hindi and Gujarati.
Nationality	:-	Indian.

EDUCATION: -

Examination	Year of Passing	Board / Uni.	Grade
SSC	March 2015	GSEB, Gandhinagar	43.16%
HSC	March 2017	GHSEB, Gandhinagar	54.93%
Tally ERP - 9	December 2017	U.C.E Ankleshwar	A Grade
B.A	March 2022	VNSGU SURAT	Complete
MSW	2023	BAOU	Running

➤ Computer Skill

- GST And All Type Return Filling.
- Journal, Sale Purchase Entry, Credit & Debit Notes.
- Tally ERP, & Prime Software, E-way, Invoicing, E-Invoicing
- Maintain Bank Reconciliation Statement and Sundry creditors & Debtors.
- MS Office & Internet.

➤ Hobbies

- ✓ Cooking
- ✓ Writing
- ✓ Travelling

➤ Experience :

- ✓ I have 1 Year Experience in TAX & Consultant Office as a Accountant And GST Work.
- ✓ I have Last 5 Year Experience in Kesha Enterprise Ankleshwar in Accounting Department as a Accountant post.

Rachna Mistry

