



## CARRIER OBJECTIVE

To keep growing using adaptive and learning skills and to enhance myself as a professional to my field.



FF-109, Mahadev Nagar Society, Zadeshwar Road, Bharuch- 392012



+918140814724



natasharana333@gmail.com

# NATASHA RANA

## EDUCATION

### MBA FINANCE

GUJARAT TECHNOLOGICAL UNIVERSITY (2020)  
7.37 CPI

### B.COM

VEER NARMAD SOUTH GUJARAT UNIVERSITY (2018)  
5.65 CGPA

### HSC COMMERCE

GSHEB (2015)  
72.14%

### SSC

GSEB (2013)  
68.83%

## EXPERIENCE

### 1) DARSHAN HEALTHCARE PVT LTD

From 02-07-2021 – 31-03-2022

**Position:** Account Assistant

**Responsibilities:**

- Prepare purchase order & purchase invoices and filing
- Ledger & bank reconciliation
- Coordinate with suppliers to confirm PO details
- Negotiate terms and ensure timely delivery & resolve issues
- Maintain accurate records & reports

### 2) MANALI CONTAINERS

From 01-05-2022 – Till date

**Position:** Account Executive

**Responsibilities:**

- Preparing sales and purchase invoices in TALLY PRIME software
- General accounting work
- Ledger & bank reconciliation
- Accounts receivables
- Sales collection reports & follow ups
- Preparation of salary sheet
- Other accounting works

## **COMPUTER SKILLS**

MS Word

MS Excel

MS power point

Tally prime

## **PROJECTS**

### **Summer Internship Project**

Completed SIP Training At **J.B.Chemical & Pharmaceutical LTD, Ankleshwar** on Topic “Work Life Balance of Employees”.

### **Multidisciplinary Action Project**

To Create Awareness Regarding Cyber Security among Smart PhoneUsers” At Kasava Village, Bharuch.

### **Comprehensive project**

The study of perception and need of low income groups towards Micro-insurance.

## **PERSONAL PROFILE**

**Gender:** Female

**Date of birth:** 20/02/1998

**Marital status:** Single

**Nationality:** Indian

**Languages known:** Gujarati, Hindi, English

**Hobbies:** Music, Cooking, Writing

## **DECLARATION**

I hereby ensure that the above furnished information is true to the best of my knowledge and belief.

**Yours Faithfully,**

**Natasha Ashokbhai Rana**