



# Shruti Jambu

Skilled in financial record-keeping and data entry. Strong analytical thinking and problem-solving abilities ensure accuracy in tasks. Effective communicator with collaborative approach to teamwork. Excel at managing deadlines and adapting to new challenges.

## PERSONAL PROFILE

- Jambusar, India , 392150
- +91 9429290474
- shruti.jambu1@gmail.com

## SKILLS

- Mastered Tally software for accounting and finance tasks
- Mastered advanced Excel techniques
- Handled Word files

## CUSTOM SECTION

- Tally Software
- Advanced Excel
- Tally Accounting
- Ms Word
- Ms Power point
- TDS
- Verbal communication
- GST
- HLOOKUP
- VLOOKUP
- Pivot Table
- HTML

## PERSONAL INFORMATION

- Date of birth: 01/28/01
- Gender: Female
- Nationality: Indian
- Marital status: Unmarried

## HOBBIES AND INTERESTS

- Reading book
- Listening music

## DISCLAIMER

I hereby declare that the above mentioned details are true to the best of my knowledge.

## LANGUAGES

English, Gujarati & Hindi : : C2  
Proficient

## EXPERIENCE

### Accountant

CA Office Jalpesh Gandhi & Associates - Jambusar, India

09/2024 - 08/2024

- Utilised accounting software to input data, generate invoices, and maintain up-to-date financial records.
- Updated and maintained accounting journals, ledgers, and other records detailing financial transactions.
- Performed filing, data entry and record keeping of client files using [Tally prime].

### Admin Staff

Rungta Vidya Bhavan - Bharuch, India

10/2023 - 12/2023

- Processed new student admissions, including documentation verification and data entry, to maintain accurate enrolment records.
- Photocopied and printed documents on behalf of clerical support teams.
- Utilised advanced Microsoft Excel functions to organise, filter, and manage large datasets effectively.
- Managed the school's email and telephone communications, responding to enquiries promptly and professionally.

## EDUCATION

2023

**M.COM Financial & Management Accounting**

M.K. Commerce College - Bharuch

6.04 CGPA OUT OF 10

2023

**Diploma In Computer Applications (DCA)**

STP COMPUTER Education

71%

2021

**B.COM Advance Accounting & Auditing**

J.M.Shah College - Jambusar

5.64 CGPA OUT OF 10

2018

**HSC Commerce**

H.S.Shah High School - Jambusar

64.53%

2016

**SSC**

H.S.Shah High School - Jambusar

59.33%