

Ashvini Pandya

M.Com

Mobile: +917378325753
+971581848875

Visa Status: - Visit Visa (Dubai, U.A.E)

Email: ashvinidave123@gmail.com



Objective

"To start my career and obtain a long-term relationship with an organization which has a strong background that provides good opportunity for enhancement of professional and personal status."

Summary

I have completed M.Com from Maharashtra University, India in 2021.

Experience

Jayesh Bhavsar And Association

Position : Account Assistant
Duration : From 1st Feb, 2022 –18th October, 2022

➤ JobResponsibility

- ✓ Audit accounts and provide trustworthy information about financial records.
- ✓ TDS, GST& IT returns filling.
- ✓ Preparing financial reports, such as balance sheets and income statements, invoices, and other documents.
- ✓ Coordinating with the Accounting Officer during audits and annual forecasting.
- ✓ Using accounting software when performing accounting duties such as generating financial reports.
- ✓ Ensuring completion of assigned tasks as per the timeline provided.
- ✓ Preparing and verifying expense reports and statements.
- ✓ Preparing 15cb and 15ca foreign currency report.

Computer Proficiency

- Knowledge of MS Office, Tally Prime, GST,TDS

Strength

- Willingness to learn and update myself with new techniques & technologies.
- Good attitude towards work, hard working & good communication skills.
- Flexible and Adaptive.
- Punctuality & Work with Responsibility.

Educational Qualifications

Qualification	Institute	Board / University	Year of passing
M.Com	GTP College	Maharashtra University	2021
B.Com	GTP College	Maharashtra University	2017
HSC	Eklavya College	MSEB	2014

Interests

➤ Travelling, Playing Badminton & Cycling

Personal Profile

Gender	: Female
Marital Status	: Married
Nationality	: Indian
Date of birth	: 07/05/1997
Languages Known	: English, Hindi, Gujarati and Marathi
Current Address	: Dubai
Mobile No.	: +917378325753, +971581848875
Email	: ashvinidave123@gmail.com
Visa Validity	: till 20 th Jan 2023