

KETA PRASHANT MADHU

99, Akshatam Saptam,
Gathamam Gam Road
Palanpur - 385001

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OBJECTIVES:

- *Looking for an exciting career growth and to get a good and responsible position.
Firm determination and hard work so as to become a good manager in future and would like to work in an institution that gives me tremendous opportunity for intellectual growth.*

ACADEMIC QUALIFICATION:

- *I have passed my M.Com. Exam in **April 2011** from Gujarat University.*
- *I have passed my T.Y.B.Com. Exam in **March 2009** from Gujarat University.*
- *I have passed my H.S.C. Exam in **March 2003** from G.S.E.B. Board.*
- *I have passed my S.S.C. Exam in **March 2001** from G.S.E.B Board.*

EXPERIENCE:

- **Organization: G D MODI COLLEGE OF ARTS**
- **Duration : From October, 2013 to Present**
- **Designation : Accountant**
Location : Palanpur

➤ **Job Responsibilities:**

As an Accountant my responsibilities were as under:

- *Raised bill or Voucher*
- *University fee submission, KCG's different Grant handling(Exp. & UC forwarding)*
- *GST calculation & TDS – Monthly & Quarter wise data submitting*
- *Handling some additional work of Admin as and when required.*
- *Yearly Budget & Audit report making.*
- *Payment & receipt entry.*
- *Bank & Cash Reconciliation & handle daily cash flow.*
- *Salary of employees, etc.*

- **Organization: PARAM UDHYOG (Mr. Mehul Patel)**
- **Duration : From Feb, 2017 to 30th March 2018**
- **Designation : Accountant**
- **Location : Palanpur**

- **Organization: ACE logistic Pvt. Ltd**
- **Duration : From Feb, 2013 to 31st December 2014**
- **Designation : Account Executive**

- Location : Ahmedabad
- **Organization: G4S Facility Services (I) Pvt. Ltd.**
- Duration : From Sep, 2012 to 15 Dec, 2012
- Designation : MIS Executive and Project Manager
- Location : Ahmedabad

I have been elevated as a Project Manager within two months of my dedication towards the company.

Job Responsibilities:

As a Project Manager my responsibilities were as under:

- Managed overall Operation & Maintenance of sites with a view to ensure timely implementation of the strategy.
- Maintaining Administration, Transportation & Security with external agencies.

➤ **Sujal Scientific Impex / Sushil Traders :-**

*I worked As an **ACCOUNT EXECUTIVE** & Finance Assistant in **Sujal Scientific Impex and Sushil Traders** Ambawadi, Nehrunagar, Ahmadabad, from 10th June 2011 to 31st Aug 2012. My job involves routine accounting works & correspondence. Maintain day to day bills of Sales, Purchase, Bank Entries and Bank Reconciliation.*

➤ **JAS CERA CHEM :-**

*I worked As an **ACCOUNT EXECUTIVE** in **JAS CERA CHEM** Navrangpura, Ahmadabad, since 1st May 2010 to 1st June, 2011. My job involves routine accounting works & correspondence. Maintain day to day bills of Sales, Purchase, Bank Entries and Bank Reconciliation.*

COMPUTER PROFICIENCY:

- MS-OFFICE, EXCEL
- TALLY PRIME,
- INTERNET, AI .

HIGHLIGHTS:

- *Ability to work under the pressure of dealing and also to motivate other and recognize them in the same situation.*
- *Good interpersonal and communication skills.*
- *Skill of accepting environmental advantage.*
- *Directing, leading and motivating workforce; imparting continuous on job training for accomplishing greater operational effectiveness/ efficiency.*
- *Working on succession planning of the workforce, shift management activities, appraising the member's performance & providing feedback.*
- *Resolving interpersonal issues & working towards a harmonious work environment.*

PERSONAL DETAIL:

- | | |
|-------------------|-----------------------------|
| ➤ DATE OF BIRTH | 7 th July 1986 |
| ➤ GENDER | Female |
| ➤ Marital Status | Married |
| ➤ NATIONALITY | Indian |
| ➤ LANGUAGES KNOWN | English, Gujarati and Hindi |

STRENGTH :

Punctual, Hardworking, Excellent Communication and determination.

Ability to work under pressure, dedication, able to manage the team, Team player

Personal Interests

- ❖ Listening to Music. (Hindi Cinema, Some English POP)
- ❖ Reading.(Hindi Fictions,)
- ❖ Interacting and Socializing with people.
- ❖ Playing. (Tennis, Basket Ball)
- ❖ Traveling. (By Rail/Air)

DECLARATION:

I do hereby that all the above statements made by me are true and best of my knowledge and belief.

Date:
Place: Palanpur

Signature
Keta Madhu