



DHATRI JANI

Accounting Assistant

PROFILE

- Recent TECTIKO Innovation & Equipment Private Limited, Where I Compiled 8 Months of Experience, Purchase & Sales Entry, Worker Expense Entry, Bank Statement Entry, Payment Entry & Work in Excel and Word also
- Public relations expert fluent in social media platforms with a deep functional knowledge of Word Press CMS
- Strong Knowledge of Tally, Excel, Word and Computer
- Good, Strong and Powerful Communication Skill in English, Gujarati and Hindi
- State level yoga medal Winner ,Crack of CMAT and CAT exam

CONTACT

PHONE:
8160547896

WEBSITE:
www.linkedin.com

EDUCATION

SETT R. J. J. HIGH SCHOOL & SHAH N H COMMERCE COLLEGE, VALSAD

- 10th(2020)-76.94
- 12th(2022)-60.77
- B.Com(2022-2025)-65.60 Second Class

D.Y PATIL UNIVERSITY

- Currently doing Masters(MBA)
- MBA(Financial Department)

WORK EXPERIENCE

TECTIKO Innovations & Equipment Private Ltd Gurugram

Accounting Assistant

1.1.2025–Recent

- Purchase & Sale Entry
- Worker Expense Entry
- Bank Statement & Payment Entry
- Checking of GST Portal
- Making E way Bill And Generating E way bill
- Calling to Vendor For Invoice
- Maintaining Worker's Attendance
- Make Important Excel Sheets

SKILLS

HARD SKILL(PROFESSIONAL SKILL)

- Accounting
- Presentation Competency
- Computer literate
- Other languages
- Research Expertise

SOFT SKILL(PERSONAL SKILL)

- Critical-thinking

EMAIL:

dhatrijani28@gmail.com

- Problem solving
- Oral and written communication
- Leadership
- Time management