

## **RESUME**

### **Kevalkumar Pratapbhai Rathod**

At & Po-Kesli,

Pragati Mahhola.

Via Bilimora - 396360

Tal.: Gandevi, Dist.: Navsari

Mobile No: +91 - 8866450557

E-mail Id: [keval46@gmail.com](mailto:keval46@gmail.com)

**M.Com.,PGDCBA.**

### **EDUCATION QUALIFICATION:**

Degree/Course	Institute/Board	Year of Passing	Result %
M.Com.	V.N.S.G.U.Surat	April – 2015	55.00%
P.G. Diploma in Computer Based Accounting	V.N.S.G.U.Surat	March – 2012	61.50 %
B.Com.	V.N.S.G.U.Surat	March – 2009	44.44 %
H.S.C	G.S.H.S.E.B.Gandhinagar	March – 2005	56.00 %

### **Employment History:**

- From 2007 to 2010 at Panchayat (R&B) Sub Division, Gandevi.  
Computer Operator
- From 2010 to 2015 at Soham Agency, Chikhli – Account Assistant
- From 2015 to 2020 at Soham Enterprise, Chikhli.  
– Managing FMCG Distributorship
- Currently working at Shreejee Metals, Degam – Supervisor cum  
Account Assistant

### EXPERIENCE:

- Gujarati-English typing, MS office, Create Pivot tables, Data analysis, Excel formulas.
- Well-known experience about Accounting Program Tally ERP, Marg ERP, Busy ERP etc., GST, Taxation and Banking Knowledge.
- Document Preparation, Stock Inventories, Maintain Register, Voucher and Create Reports Manually and be familiar with bookkeeping.
- Manage accounts payable and receivable invoices, materials inward and outward activity, Storage, dispatch, loading and handling Manpower.
- First Aid Training Certificate Date 18th August 2023.

### PERSONAL DETAILS:

- Name : Kevalkumar Pratapbhai Rathod
- Father's Name : Pratapbhai S. Rathod
- Date of birth : August 8th 1988
- Sex : Male
- Marital status : Unmarried
- Nationality : Indian
- Religion : Hindu
- Language known : English, Gujarati, Hindi
- E-Mail : [keval46@gmail.com](mailto:keval46@gmail.com)

### DECLARATION:

I do hereby that all the information furnished above are true to the best of my knowledge and belief.

**Date:**

**Place:**

(Keval P. Rathod)