

CURRICULUM VITAE

PAYAL GOHIL

Accounts/Taxation Executive

Room non 8, 3rd floor, Chhatriwala building no 20, Wadia street
tardeo mumbai- 400034

9372438395

payalgohil5627@gmail.com

Career Objective

Experienced and energetic Accounts/Taxation Executive with over Four years of experience. Risk taking & focus on future goals Assertive drive to accomplish personal goals by working around or through roadblocks. Communications directly & at the point . A strong sense of urgency can react & adjust quickly to changing conditions, generate novel ideas & deals with them swiftly.

Work Experience

Aug 1st 2018 to till date
Techno chem

Accounts & Taxation Executive

- Handling GST ,TDS, Personal ITR , Daily Bank Reconciliation, Debtors- creditors (Payable receivable), PTRC,PTEC , Purchase sales auditing,
- Preparing Inventory and receivable statements (Stock Statement),handling all Bank related work & overall Office-work as an assistant manager.Inventory planning and warehouse operations
- Sales order processing, its dispatch and deliveries
- Handling Export Transactions
- Preparing Salaries /PF/PT

Jan 5th 2018 to Jul 30th

Advance Info Media & Events

Accounts & Marketing Executive

- Strategized with team to create business plan, purchase, branding, advertising, remodeling, and marketing for technology company.
- Initiated a series of marketing campaigns including email, digital, and social media.

Education

2017 - 2018

Bachelors in Commerce

Mumbai University with B Grade

2014 - 2015

HSC (MAHARASHTRA BOARD)

83.38%

2012 - 2013

SSC (MAHARASHTRA BOARD)

88.18%

Computer Knowledge

Spectrum,Compatilbe with Ms Excel, WOrd, Power point, Tally ERP 9, Tally, Emails .

Skills

- Problem Solving Skills.
- Critical Thinking Skills.
- Flexibility.
- Communication Skills.
- Teamwork. ...
- Organization Skills.
- Creativity.
- Emotional Intelligence.