

RESUME

CHIRAG BHARATKUMAR PUJARA

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PERSONAL DETAILS

Date of Birth : 21st May, 1979
Marital status : Married
Nationality : Indian
Visa Status : Employment Visa
Language Known : Hindi - Gujarati - English

PROFESSIONAL QUALIFICATION:

- Bachelor of Commerce from Saurashtra University-Gujarat-India
- Master of Commerce from Saurashtra University-Gujarat-India
- Diploma in Computer Science from Saurashtra University-Gujarat-India

TECHNICAL SKILLS

Accounting Software - Tally
MS Office
Have good typing skill of English - Gujarati and Hindi.

Job experience:

- Presently working with Sana Manufacture of Plastic Bags LLC, located at Jurf Industrial Area-2, Ajman, as an Accountant from July-2020 to continue.
Key Responsibility: Petty Cash, Maintain Receivables & Payables, Vat Filling, Prepare Monthly Accounting Reports, Payments & Receipts, Attendance & Salary.
- Worked with Mirage Adventures Tourism and Travel LLC at Dubai as an Accountant from June 2017 to March-2020.
Key Responsibilities: Preparing Vouchers, Payments, Control Petty Cash, Accounting Data Entry in Tally, Maintain Receivable and Payables, Bank related all work.
- Worked with SWATI - Society for Women's Action and Training Initiative (NGO) at Dhrangadhra, Dist: Surendranagar since April 2002 to April 2008 as a Computer Operator cum Clerk.
Key Responsibilities: Preparing voucher, Maintain vehicle log book, telephone log book, stock register, accounting data entry in Tally, Bank related all work, leave register, attendance registers.
- Worked with Life Mission (Spiritual NGO) at Limbdi, Dist: Surendranagar, Gujarat as Computer Operator cum Clerk since April 2008 to April 2017.
Key Responsibilities: Preparing Vouchers, Payments, Control Petty Cash, Maintain Stock Register, Accounting Data Entry in Tally

Yours sincerely,
Chirag Pujara