



Neeta H. Rajput

112, Khanavali Street, Near Busstand, Sardhar, Rajkot – 360025.

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Career Objective:-

- To secure a position with an organization that offers challenging work environment & growth opportunities with ample of potential where my skills can be utilized.
 - Dedicated to Create Positive Environment in Organization.
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Academics :-

- *Currently pursuing CA.*
 - **M.com** With Saurashtra University June-2019.
 - **B.com** (advance accounting & finance) with Saurashtra University March - 2014.
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Area Of Interest:

- Accounting Of GST.
- Taxation solutions.
- Auditing Of companies
- TDS Transactions
- Trust Audit.
- Internal Audit.
- Accounting.

Computer Skills:

- Accounting & Software's :01) Tally ERP9
02) Miracle Accounting Solutions.
03) Kuber - Accounting
04) Shree Sava –Accounting
05) Genius – Taxation Software
06) Spectrum- Taxation Software
07) Compu Tax- Taxation Software
- MS Office

Strengths:

- Hard Working
- Team Work
- Helping Nature
- Convincing Skills

Experience:

- Worked As An Accountant At NSIC Ltd Technical Center.- 3 months .
- Worked As An Teacher At Flora English Medium School.- 1 Year.
- Worked As An Admin Assistant At P.R.Dholakia & Co.(Chartered Accountants) 6 months .
- Worked As Article Assistant At Raj S. Vora & Co.(Chartered Accountants) – Rajkot .-3 Year.

PROJECTS AND ACHIEVEMENTS:

- Information And Technology Training – At Rajkot ICAI Branch.
- Orientation Programme - At Rajkot ICAI Branch.
- Management And Communication Skills Training – At Rajkot ICAI Branch.

PERSONAL INFORMATION:

- Date Of Birth : 26TH MAY 1994
- Place Of Birth : Rajkot(GUJ.) INDIA.
- Languages Known : Gujarati, Hindi, And English.

References :

- 01) CA Raj S. Vora.
(Chartered Accountant – Raj S. Vora & Co. – Rajkot)
- 02) Mr Bhimbahadur Khatri.
(Supervisor – NSIC Technical Center – SPTL Department)

