

Resume

➤ Personal Details:

Name: Krunal Rajesh Bhai Trivedi

Father Occupation: Employed With Private Sector

Languages Known: Gujarati & Hindi

Date of Birth: 04-06-2000

Marital Status: Unmarried



➤ Contact Details:

Mobile No: 9265199674

Address: "Sundar Baa Nivas" Gandhi Gram- 6-B near S.k Chowk Rajkot.

➤ Education Details As on Date:

Sr no	Qualification	School/Collage	Institute/Board	Year of Examination	Percentage
1	S.S.C	G.T Sheth vidyalaya	Gujarat Board	March-2015	65%
2	H.S.C	G.T Sheth vidyalaya	Gujarat Board	March-2017	55%
3	B.Com	J.J Kundaliya Commerce Collage	SAU.UNI	March-2022	Second class

➤ WORKING EXPERIENCE:

- I am working in Waqf & Trust department as an Accounting assistant since Jan-2020
- I am working Part Time in Transcend Solution & Services(contract of P.g.v.c.l) as a Junior accountant since June-2020 (Contract closed on 31-12-2022)

➤ JOB PROFILE:

- Handle My All Village Team Members.
- Prepare day to day Accounting Report.
- Prepare monthly Accounting Report and submitted to Head Office.
- Handle All Different Type Trust Accounting.
- Communicate with Auditor And Finalization Of Trust Audit Report.
- All type Of Trust Work like Trust Ptr, 12Ab Registration, and Trust Reg Certificate Etc.

➤ COMPUTER COURSES:

- I Have A Learn Tally Erp9 and Good Knowledge of Tally Software and Also Continue Teach New Tally Version Tally Prime.
- I Have Basic Knowledge of All MS Office Software & Email
- I Have Basic Knowledge of Goods & Service Tax(G.S.T)
- I Have Good Knowledge of Gujarati Typing In Computer

➤ REFERENCES:

- Vaghshiya Karan Sir : 9979879804
- Hemali Mem Gandhi: 9979879802
- Bhavesh h Pandya: 7990510737

➤ DECLARATION: I declare that the information and facts stated above are true and correct to the best of my knowledge and belief.

Krunal Trivedi

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