

Curriculum Vitae

Name: Raksha Hiralal Yadav

Address: B/63- Nandanvan Society, Ragini Cinema, Bhadkodra, Ankleshwar, Gujarat

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Email ID: rakshayadav8866@gmail.com

Nationality: Indian

Hobbies: Cooking, Gym-work out



Carrier Objectives

To seek a dynamic and challenging career an organization strives for excellence with my knowledge and team effort while making positive contribution to promote the individual opportunity, professional growth and progress of department.

Work Experience

October 2021 – Present Account Executive (Jalaqua International LLP), Gujarat, India

- Preparing accounting -related documents like Sales Invoices Domestic and Export.
- Purchase Bill Input (General Purchase and Freight Bills).
- Preparing Purchase Order.
- Forex Transactions adjustment and Handling Outstanding of Export Receivables and payables.
Prepare Tax Reports and payment (Tax Deducted on source, Tax collected at source, Reverse charge).
- Prepare Goods and services tax Returns (GSTR-1, GSTR-2B, GSTR-3B).
- Prepare journals and vouchers.
- Handle Accounts payable (AP) and Accounts Receivables (AR).
- Maintain Manual and Computerized Cash.
- Knowledge in Inward and Outward Remittance.
- Prepare Documentations for Bank Realization Certificate (BRC).
Good communication skills to coordinate with vendors.

Education

2022-2024 Gujarat Technological University, Gujarat, India
Master of Business Administration in Finance.
First Class with Distinction: 7.37

2018-2021 Shri Govind Guru University, Gujarat, India
Bachelor of Commerce in Accounting and Auditing
First Class: 6.02

2016-2018 Secondary High School (HSC), Gujarat, India
Profile: Commerce (CBSE)
Average: 57.8 %

2004-2016 High School (SSC), Gujarat, India
Bilingual: English and Hindi
First Class: 6.2

Computer Skills

Tally ERP, MS Office (MS Word), Spreadsheet (MS Excel), Odoo ERP (Beginner's Level)

Languages

English, Hindi