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## NIMESH SURESHBHAI RANA

B – 37, Ashok Tenament, Opp. Cadila Laboratory,  
Ghodasar, Ahmedabad – 380050.  
Cell: +91-9904445294 | <mailto:nimeshrana7@gmail.com>

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### OBJECTIVE:

I'm an experienced Accountant with over 10+ years of work. I have managed the payrolls of multiple companies, ensuring that their financial records are accurate and up-to-date. I'm adept in dealing with complex financial systems, and I'm passionate about finding innovative solutions to financial issues.

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### EXPERIENCE:

#### ❖ Bhagwati Enviro Care Pvt. Ltd.

Account Executive from April 2015 to Till Date.

- Handling Payrolls, Sales and Purchase entry of multiple companies of Bhagwati Group.
- Payment Entry of Group of Companies as well as maintain all the account related data.
- Also, Involving into the Monthly TDS and GST Data preparation.
- Handling all the Back Office work as well as Bank Related Work.
- Maintain companies Bank reconciliation and Invoice Processing.
- Working closely with management and bank staff to ensuring the entire accountant related data are in legal manner and compliance all the regulations under the various acts.

#### ❖ Landmark Insurance Brokers Pvt. Ltd.

Operation Executive 08 Months.

- Performing Data Entry of company's requirement.
- Handling Back Office Work.

#### ❖ Shreeji Enterprise.

Sales Executive 06 Months.

- Handling Back Office Work.
  - Performing Bank Related Works.
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### ACADEMIC RECORDS:

<b>Master's in Commerce</b>	Pass
Gujarat University, Ahmedabad.	2014
<b>Bachelor's in Commerce</b>	Pass
Gujarat University, Ahmedabad.	2012

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### HIGHLIGHTS OF EXPERIENCE:

- Ability to handle multiple tasks simultaneously and switch between tasks quickly.
  - Profound knowledge of working with company services and procedures.
  - Excellent written and oral communication skills.
  - I am a team player who is always looking for ways to improve processes and increase efficiency.
  - Well-versed in business operations and financial management.
  - Providing sound financial advice, developing and implementing cost saving measures.
  - Ensuring compliance with all applicable laws and regulations.
  - Hand on Experience in MS Office, Tally ERP – 9 Software.
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## **PERSONAL INFORMATION:**

- **Date of Birth** : 09<sup>th</sup> November 1991.
- **Father's Name** : Sureshbhai Rana
- **Mother's Name** : Radhaben Rana
- **Gender** : Male
- **Maratial Status** : Single
- **Language Known** : Gujarati, Hindi and English
- **Hobbies** : Traveling, Learning, Exercise.