

# Resume

**ABHISHEK R. SATANI**

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Village: Rajpar  
Taluka: Wadhwan  
Districts: Surendranagar  
Gujarat, India.

## ✍ CAREER OBJECTIVE:

To obtain challenging and responsible position in an organization wherein I can contribute to successful growth of the organization using my abilities and knowledge. "There is always a better way of doing things" is my belief.

## ✍ SOFT SKILLS:

- Ability to work in new and challenging environments
- Willingness to work in groups
- Willingness to learn new concepts, ideas and use new technologies
- Attitude to share information and knowledge

## ✍ INSTITUTE:

- SHREE M. P. SHAH COMMERCE COLLEGE SURENDRANAGAR.

## ✍ ACADEMIC QUALIFICATIONS:

DEGREE	BOARD / UNIVERSITY	YEAR	PERCENTAGE	CLASS
M-COM	SAURASHTRA UNIVERSITY	2024	51.00	SECOND CLASS
B-COM	SAURASHTRA UNIVERSITY	2020	54.18	SECOND CLASS
H.S.C.	G.S.H.S.E.B.	2017	62.57	FIRST CLASS
S.S.C.	G.S.H.S.E.B.	2015	51.83	SECOND CLASS

## ✍ COMPUTER SKILLS:

- Tally, Microsoft office excel, Microsoft office word, internet  
Suffering, Typing, Mail & etc...

## **EXPERIENCE:**

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- **S.P.Associate**  
In data entry and other accounting work9  
Months.
- **M N Rubber Pvt Ltd**  
In Purchase, work is Purchase bill entry,  
All Our Accounting JV entry & All our  
Account data entry In Tally Prime Software.  
Joining date 14/09/2021 to 01/05/2023.
- **Continue In Windston Springs Pvt Ltd**  
In Billing Department, Making Sales Bill  
E Invoice, E Way Bill & Excel Work and  
Other Accounting work.

## **PERSONAL DETAILS:**

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Date of Birth	:	September 17, 2000
Gender	:	Male
Marital Status	:	single
Nationality	:	Indian
Mother Tongue	:	Gujarati
Languages known	:	Gujarati,Hindi, English.
Interests	:	Reading, sports, games
Hobbies	:	Reading books, internet surfing
Skills	:	Well observer, hard working.

## **DECLARATION:**

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- I hereby declare that the information furnished above is correct and true to the best of my knowledge.

A.R.Satani

**SIGNATURE.**