

# Hetal Vyas K.

**Mobile:** 7016475131

**Email ID:** hkvyas3695@gmail.com

**Address:** Vivekananda nagar, hathijan  
Ahmedabad.-382445

Photo

---

## Career Objective

A senior accounts executive with 5+ years of experience in accounting looking for challenging position in a growth oriented organization where I can enhance my skills and knowledge and become a valuable part of the organization.

## Educational Background

- Masters in Commerce (M. Com) in Gujarat University, Ahmedabad in 2018
- Bachelors in Commerce (B. Com) Gujarat University, Ahmedabad in 2015

## Work Experience

- Worked as an Accounts Executive at Stark infotech from June 2019 to Feb 2022.
- Worked as an Accounts Executive at Myzek Technology PVT.LTD from Apr 2022 to May 2023.
- Worked as an Accounts Executive at Suvarnkala PVT.LTD from June 2023 to Dec 2023.
- Current Working as Accounts Executive in S.B.MANDALIA & CO.

## Key Responsibilities:

- Updating accounts payable and receivable reconciliations
- Preparing ledgers and reconciliation of ledger data
- Maintaining accounting.
- Reconciliation of sundry debtors and creditors and bank reconciliations
- Updating accounts receivables and payables day today accounting
- Preparing Monthly GST reports
- Assisting in processing balance sheets, income statements and other financial statements
- Coordination with vendors and internal team.

## Key Skills

- Tally ERP9, Prime
- Proficiency in Excel, MS Word
- Mail communication
- 

## Personal Information

DOB : 3 June 1995  
Gender : Female  
Marital Status : Unmarried  
Father's name : Vyas kantilal  
Languages Known : English, Hindi & Gujarati  
Hobbies : Games and music

## **Declaration**

I solemnly declare that each and every particular piece of information stated above is written with utmost attention and honesty.

Place:Ahmedabad

Signature  
Hetalde  
vyas