

MAYANK PARMAR

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CAREER OBJECTIVE

A motivated and detail-oriented commerce professional seeking to leverage strong analytical skills, accounting expertise, and proficiency in data management as a Data Entry Operator / Junior Accountant. Dedicated to contributing effectively to organizational growth while advancing a professional career in finance and administration.

PROFESSIONAL EXPERIENCE

Data Entry Operator

Surat, Gujarat

Kynora Apparels

- Accurately managed, updated, and maintained large volumes of digital records, inventory data, and financial documents with high precision.
- Streamlined data entry workflows, reducing error rates and ensuring rapid retrieval of essential documents.
- Collaborated closely with cross-functional teams and management to handle daily administrative tasks and correspondence.
- Maintained strict adherence to company data security and confidentiality standards.

Accounting Assistant

Surat, Gujarat

CA Firm

- Assisted in daily bookkeeping, ledger posting, voucher entries, and account reconciliation using TallyPrime and Excel.
- Managed financial documentation and prepared preliminary reports for review by senior accountants.

EDUCATION & PROFESSIONAL QUALIFICATIONS

Association of Chartered Certified Accountants (ACCA)

Surat, Gujarat (Ongoing)

IMS Proschool

Enrolled in ACCA professional qualification; actively preparing for Applied Knowledge & Skills papers (Financial Accounting - FA) with focus on IFRS standards.

Bachelor of Commerce (B.Com)

Surat, Gujarat (1st Year)

Veer Narmad South Gujarat University (VNSGU)

Focus Areas: Financial Accounting, Business Studies, and Economics.

Class 12 (Commerce Stream)

Completed 2026

Board of School Education Haryana (HBSE)

Core Subjects: Accountancy, Business Studies, Economics.

KEY SKILLS & COMPETENCIES

Technical & Software:	Advanced MS Excel (XLOOKUP, VLOOKUP, Formulas), TallyPrime, MS Word, Google Workspace, Data Verification, Inventory Management
Accounting & Finance:	Fundamental Accounting Principles, Bookkeeping, Ledger Posting, Voucher Management, Financial Statement Analysis
Soft Skills:	Attention to Detail, Time Management, Problem-Solving, Team Collaboration, Professional Communication

LANGUAGES

English: Professional Working Proficiency | Hindi: Native / Bilingual Proficiency