

DAVE DHAVAL

GOLWAD SATHAWARA NI PATEL FALI
VIRAMGAM 382150,

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CARRIER OBJECTIVE

To be employed in a dynamic business environment that involves professional challenge and appreciates hard work and integrity in carrying out responsibilities. I am hard working, reliable, motivated person who works well in a team and works well unsupervised. I have many transferable skills and I know I will be an asset to any future employer.

SKILLS

Computer skills

- Expertise in using Windows, Internet and Microsoft Office Tools such as MS Word, MS Excel, Tally, ERP Microsoft Dynamics Nav.

General Work Skills

- Able to work as a part of team, self-motivated and flexible.
- Ability to work with minimum supervision.
- Able to function well under pressure.
- Organised and efficient, with effective time management skills.
- Patient and understanding in any given situation.
- Knowledge of computer hardware and basic software and good command over tally.erp9

EMPLOYMENT HISTORY

A. Currently working as, a "EXECUTIVE ACCOUNTS" in **THE THAR DRYPORT SANAND** a unit of **HASTI PETRO CHEMICAL & SHIPPING LTD.** -*Since **01st JUN 2014.**

Key Functions:

- Maintaining Daily Cash Book and Petty Cash in Excel & Tally & Auditing.
 - Daily Account Reconciliation.
 - Customer & Vendors ledger maintenance and reconciliation.
 - Preparation of Daily Bills Payable & Receivables
 - Working of credit notes and debit notes as per approved schemes.
 - Preparation of Debtors & Creditors Outstanding Reports on Daily Basis.
 - Prepare challan, maintaining stock register of Company's Workshop materials.
 - Communicate with office and other industries association related work.
 - GSTR2A Reconciliation
 - Basic knowledge of TDS.
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EDUCATIONAL QUALIFICATION

- I have been completed **S.S.C with 53.08%** from Secondary Education Board of Gujarat.
- I have been completed **H.S.C with 60%** with Accounting (COMMERCE) from Gujarat Board.
- I have been completed graduation with **B.COM** with main subject Accounts from Gujarat University.

PERSONAL DETAILS

Full Name	: Dave Dhaval Bhalchandra Bhai
Date of Birth	: sept 23 th 1993.
Nationality	: Indian
Religion	: Hindu
Languages	: Gujarati, English, Hindi
Interests	: Watching Movies, Listening Music, Reading

(D.B. DAVE)