
Objective

To realize my potential in challenging situations and develop my capabilities through learning process. I am dedicated and devoted professional seeking a responsive job and develop my capabilities through this process.

Experience

- | | |
|-----------------------|--|
| Nov'17-
June'18 | Ayushi Distributor
Data Entry Operator <ul style="list-style-type: none">▪ Used to prepare all the purchase and sales bills in the Tally Software.▪ Maintain records of all the Vendors▪ Make entries of payments and receipts of bills. |
| July'18-
Oct' 21 | MILACRON INDIA PVT LTD
Store Assistant <ul style="list-style-type: none">▪ My basis responsibility is to maintain the stock of electrical material.▪ Maintaining the records of material purchased from Vendors▪ Handle all the sales records of material supplied to the Customers.▪ Generate invoices to the Customers.▪ Dispatch material to other territory and out of town.▪ Look after the import material and its inward entries▪ Treat the costly material with special attention in terms of proper, safe and systematic storage and receipt quantity.▪ Handling all the inward entries of material as well as vehicle gate in inward/outward entries▪ Maintaining records of Inventory of goods. |
| Oct' 21-
Till Date | SHREENAD TRADERS
Office Manager <ul style="list-style-type: none">▪ My basis responsibility is to maintain the stock of cotton waste material.▪ Maintaining the records of material purchased from Vendors▪ Handle all the sales records of material supplied to the Customers.▪ Generate invoices to the Customers.▪ Dispatch material to other territory and out of town.▪ All types of accounting in tally software. |

Education

- | | |
|------|---|
| 2015 | <ul style="list-style-type: none">• G.S.E.B
SSC
75% (2nd Class) |
| 2017 | <ul style="list-style-type: none">• G.H.S.E.B
HSC
69% (2nd Class) |
| 2021 | <ul style="list-style-type: none">• Gujarat University
Bachelor of Commerce
66 % |

Skills

- Good Analytical Skills and Eye for details

Office Utility

- MS Office, Tally, JD Edward, Powerpoint

Language

- English, Hindi, Gujarati

Interests

- Listening Music
- Photography

Personal Details

- Date of Birth : 02/07/2000
- Nationality : Indian

Strength

- Positive Approach
- Harworking
- Quick learner
- Ability to work with team

Declaration

- I hereby affirm that the information provided above is true and to the best of my knowledge and belief.

Kanish Shah