

# SMIT DHOBALÉ

## CONTACT INFORMATION

### SMIT DHOBALÉ

28/690, Sonariya Block,  
Nr. General hospital Road  
Bapunagar, Ahmedabad  
Email:smitdhobale@gmail.com  
Mobile no: -8306523651

## CAREER OBJECTIVE

To Work in Competitive & Challenging Environment to Contribute best of my ability and acknowledged towards growth and development of progressive company.

## SUMMARY OF SKILLS AND EXPERIENCE

- More than 02 years 7 Month experience in billing and dispatch
- Control premium freight and MRP status.
- Maintain L.R update.
- Ensure timely dispatch of material with proper follow up from transporter.
- Knowledge of Tally Softwear.
- Strongly follow up with vender and customer.

## ORGANISATIONAL EXPERIENCE

Working with M/s J.S. Mehta & Associates / N.B. Varatiya Associates (Tax Consultant) From April 2015 to June 2016 As Account Assistant

Working with Eewa Engineering Co. Pvt. Ltd. Form July 2016 to Mar 2018. As Accountan

Working with M/s J.S. Mehta & Associates (Tax Consultant) From April 2019 to Continue As Account Assistant

### Key Highlights:

- Responsible for Billing and Dispatch.
- Follow up with Customer.
- Ensuring proper documentation and Keeping all record
- Sale book, purchase book, Journal book
- Bank & Cash Transactions Handling
- Preparing format in Excel & word
- Cash collection
- Maintain purchase and sales.
- Day to day cash and bank transaction
- Preparing account payable Cheques and processing the same
- Reconciliation of account to ensure payment and made Up to daily and resolve any discrepancies
- Monitoring balance of various account and related financial activities
- Handle cash petty cash A/c and book
- Monthly reconciliation of bank statement
- Spending monthly report with regards to outstanding payable ,send unknown Cash applications

- Reconciliation of Party's A/C statement
- Salary preparing

## PERSONAL SKILLS

- Confident
- Relationship Building
- Positive attitude
- Honesty & Integrity
- Deep Thinker

## ACADEMIC QUALIFICATION

- \* HIGH SCHOOL : G.H.S.E. BOARD, Year of 2007 with 54.00%
- \* B COM. : Gujarat University, Year of 2010 with 47.33%
- \* M COM. : Gujarat University, Year of 2012 with 46.88%

## PERSONAL DETAILS

- Date of Birth : 23 Feb 1990
- Gender : Male
- Marital Status : Unmarried
- Nationality : Indian
- Father's Name : Mr. Shuddhodhan Dhobale
- Language Known : Hindi, Gujarati, English, and Marathi.

## **DECLARATION:**

- ☐ **I hereby declare that the above information is true to the best of my knowledge and belief.**

**Date:**

**Place: Ahmedabad**

**Yours sincerely  
(Smit Dhobale)**

