**CURRICULUM VITAE**

ANKIT J. BHAVSAR

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Mob No: 9699268447

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| Career Objective |

To grow along-with the growth of the Organization with the help of Diligence, Team Effort and Sincerity.

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| Strengths |

* Good Interpersonal Skills, Understanding and Organized in Work.
* Enthusiastic in obtaining fresh assignments, Hard Working & Sincere.
* Willingness to learn, readiness to develop professionally & ability to work in a group.

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| Work Experience |

Worked as an Account Assistant in a CA Firm named BBS & Associates at Dahisar from 25th May 2009 to 30th Nov 2009.

Worked as Account Executive in National Steel & Agro Ind. Ltd. Masjid Bundar (E), Agro Trading Division from 15th January 2010 to 11th June 2014.

Worked as Accountant in Viram International Pvt. Ltd. Andheri (W) from 15th June 2014 to 30th Sep 2015.

The work profile is as follows:

* Maintaining Books of Accounts using Tally ERP 9.
* Handling all Import related Proceedure for clearing import consignments and custom related formalities.
* A/c’s Receivable & Payables Review & Reconciliation.
* Analyzing the Cost Sheet & Monthly Expenses Details.
* Purchase & Sales Accounting.
* Stock Maintenance & Analyzing Dispatches.
* Reconciliation of Bank Statement.
* Handling all Letter of Credit opening Proceedure and timely Payment of the same.
* Knowledge of VAT/CST, Excise and Service Tax.
* Handling Individual files of Directors and their Relatives.

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| Academic Qualification | | | |
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| **Exam/Degree** | **Year of Passing** | **Board/University** | **Percent** |
| S.S.C. | 2003-04 | Maharashtra Board | 78 |
| H.S.C. | 2005-06 | Maharashtra Board | 63 |
| B.Com | 2008-09 | Mumbai Univ. | 58 |
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| Computer Proficiency | | | |

* Expert knowledge of Oracle ERPr12 (accounting program), Tally ERP9, Tally 7.2.
* Expert knowledge of MS Excel, MS Word & Basic Knowledge of MS Power point.

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| Personal Details |

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| Date of Birth | 30th August 1988 |
| Nationality | Indian |
| Religion | Hindu |
| Marital Status | Married |
| Language Known | Gujarati, Hindi, Marathi & English |
| Hobbies | Music, Reading Books, Badminton & Gaming. |
| Current Address | C-103, Suryakiran Hights,  Highway No.41, Kalol. Dist. Gandhinagar. North Gujarat. |

Current CTC: Rs.2,64,000/p.a.

Expected: Negotiable

(Ankit J. Bhavsar)

Note: I have shifted to Kalol, Gujarat from Sep 2015.