***RESUME***

**DEVENDRASINH PARMAR**

9662293485  parmar.devendra0@gmail.com



***Δ -***CAREER OBJECTIVE:

To work with reputed organization, that offers opportunities to utilize my core competencies & academic knowledge in real life industrial environment. Wish to endeavor at my fullest capacity to attain such a management and administrative caliber that I can contribute for growth of the organization and in turn enhance my experience and skills, leading to personal growth.

***Δ*** ***-*** TECHNICAL SKILL SET:

► Well versed with Microsoft Office & Internet.

► Practical knowledge of professional software’s like SAP, T-Fat ERP, Tally Etc.

► Operating knowledge of other software like Nero, Photo shop Etc.

***Δ*** ***-*** PROFESSIONAL EXPERIENCE:

🡪Present Profile

► Company : Paperchase Business Services PVT LTD

► Company Profile : Company is dealing in services regarding accounts and Payroll

► Designation : Senior Account Officer

► Work Profile : Preparing reports of Debtors regarding payments

Taking care of Account receivables of foreign client

Handling all credit control and Bank reconciliation

Co-Ordinate with client to understand necessary actions

►Duration : From Nov’2017 to Till Date

🡪 Previous Employment

► Company : Delta Mobility PVT LTD.

► Company Profile : Company is dealing in trading of all IT product at state level

► Designation : Accountant

► Work Profile : Accounts receivable-Revenue & Receipt accounting

Cash and Petty Cash-Day to day expenses

Ledger reconciliation & Bank reconciliation

Co***-***ordination for book closing activities

Follow-up of Returned Cheques and Suspense Account

Preparation of Cash Memo and Sales Orders,Deliveris & Billing

Physical Stock Verification

►Duration : From Jan ‘2017 to Nov’2017

🡪 Previous Employment

► Company : Care Office Equipment Ltd.

► Company Profile : Company is dealing in trading of all IT and CE product at state level

► Designation : Accountant

► Work Profile : Accounts receivable-Revenue & Receipt accounting

Cash and Petty Cash-Day to day expenses

Ledger reconciliation & Bank reconciliation

Co***-***ordination for book closing activities

Calculation and Auditing of Bank Charges

Follow-up of Returned Cheques and Suspense Account

Stock Audit of showrooms.

Preparation and Entries of Dr. Notes and Vouchers

►Duration : From April, 2014 To Dec, 2016.

🡪Previous Employment

► Company : Ahmedabad Dyeing & Printing pvt.ltd ***-*** Dudheshwar,

► Company Profile : A pvt ltd company dealing as a job work.

► Designation : Account Executive

► Work Profile : Accounts receivable-Revenue & Receipt accounting

Accounts Payable-Expense accounting.

Cash and Petty Cash-Day to day expenses

►Duration : From july, 2013 to March, 2014

***Δ*** ***-*** OTHER DETAILS:

► Hobbies : Listening Music & Travelling

► Languages Known : Gujarati, Hindi and English.

► Core competencies : Strategic planning, Analytical skill, Confident, Punctual & Hardworking, Influencing Identity.

***Δ*** ***-***EDUCATIONAL QUALIFICATION:

► I have completed MBA with specialization in Finance at Gujarat Technology University with

6.68(CPI). In 2013.

► I have Completed B.Com (Eng.Medium) with specialization in Finance Account from Gujarat University with 54.44% in 2010

► I have completed HSC with specialization in commerce stream from H.S.E.B with 57% in 2007.

► I have completed SSC with specialization in Science and Maths from G.S.E.B WITH 56% in 2005.

***Δ*** ***-***PERSONAL DETAILS:

► Name : Devendrasinh Parmar

► DOB : 27st August, 1990

► Gender : Male

► Marital Status: Married

► Cast : Hindu-Rajput

► Nationality : Indian

► Address : M1-102, Sun Real Homes, Near Balol Nagar Bridge, GST crossing Newranip, Ahmedabad - 382470

***Δ*** ***-***REFERENCE:

I can provide the reference as per the job requirements.

***Δ*** ***-***DECLARATION:

The information furnished above is true to the best of my knowledge.

Sincerely,

Devendrasinh Parmar