**CURRICULUM VITAE**

**Name of Candidate:** - **ESHANI V. PANCHAL**

**Address: -** B/57 Chandan Tenament,

Jashodanagar Patia,

Vatva – GIDC road

Ahmedabad - 382445

**Email ID: -**  eshupanchal13@gmail.com

**Mobile No. : -** **+917227846191**

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| **Career Objective** |  |  |  |

* To be potential resources to the organization where I can utilize all my skills and knowledge which will help the organization to grow and further enhance my growth profile and experience. It would be my never ending dedication to maintain the spectrum of integrity, honesty and character.

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| **Experience** |  |  |  |

1. **COMPANY NAME:-** GLOBAL FINANCIAL SERVICES

**JOB ROLE: -**Tele calling, back office work

**JOIN DATE: -** 1st May 2016

**LEAVE DATE:**-30th April 2017

**JOB DESCRIPTION: -**

* **Documentation work and handling calls of customers for loan process**
* **Generating Leads for different types of Loans**
* **Maintaining daily call sheet**

1. **COMPANY NAME: -** MIRAELECTRICALS. (ASHRAM ROAD)

**JOB ROLE: -** ACCOUNT WORK

**JOIN DATE: -** 1ST May 2017

**LEAVE DATE:-**31st January 2018

**JOB DESCRIPTION: -**

* **Maintaining Stock Inventory of Cables and wires**
* **Generating Invoices in Tally ERP 9**
* **Taking follow up from Vendors for Payments**
* **Preparing Financial Statements**
* **Identifying and Rectifying errors in Tally**
* **Preparing Profit and Loss Statement**

**(3) COMPANY NAME:-**ASTHA MARKETING

**JOB ROLE:-**ACCOUNTANT

**JOIN DATE:** - 1st August 2018

**LEAVE DATE: -** 30th November 2018

**JOB DESCRIPTION: -**

* **Maintaining Stock Inventory of Cables and wires**
* **Generating Invoices in Tally ERP 9**
* **Taking follow up from Vendors for Payments**
* **Preparing Financial Statements**
* **Identifying and Rectifying errors in Tally**
* **Preparing Profit and Loss Statement**

**(4) COMPANY NAME:-**KOTAK MAHINDRA BANK

**JOB ROLE:-**HELPDESK EXECUTIVE

**JOIN DATE:** - 17st April 2019 till Present

**JOB DESCRIPTION: -**

* **Ownership of daily operations like Pantry, housekeeping, cafeteria, pest control, meeting rooms , training rooms and Conference rooms**
* **Presenting MMR with client and operation manager.**
* **Ensure complete documentation at site as per audit requirement.**
* **Maintaining and improving the quality of life services at site.**
* **Ensuring stability of work by keeping the premises neat & clean with highest standard of hygiene.**
* **Briefing, Grooming, Training & keeping the workers aware at sites on client expectation.**
* **Managing and issuing Stationary and Consumable supplies to SPOC’s.**
* **Arranging monthly stock of Hardware, HK consumables, Pantry consumables, Stationery requirement after physical verification of stock register and negotiations with vendor.**
* **Making comparatives after negotiation for procuring the materials as per site requirement.**
* **Handling day-to-day operations**
* **Handling attendance of Soft & Technical staff then sending to accounts department for salary disbursement on time**
* **Looking after the façade cleaning of whole premises.**
* **Preparing Budget VS Actual**
* **Preparing MIS reports**
* **Maintaining Call Tracker Sheets daily basis**
* **Preparing Daily , Monthly reports accurately**

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| **Educational Qualification** |  |  |  |

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| **DEGREE**  MCOM | **YEAR**  2019 | **INSTITUTE**  LOKMANYA COLLEGE OF COMMERCE | **MARKS (%)**  55% |
|  |  |  |  |
| TY B.COM | 2017 | SHREE SAHJANAND VANIJYA MAHAVIDHAYALYA (GUJARAT UNIVERSITY) | 62% |
| 12TH (COMMERCE) | 2014 | KUMKUM ENGLISH MEDIUM SCHOOL- AHMEDABAD | 72% |
| 10TH (SSC) | 2012 | KALA ENGLISH MEDIUM SCHOOL | 60% |

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| **Additional Details** |  |  |  |

* **Gender** : Female
* **Date of Birth** : 13th February 1997
* **Language Known** : Gujarati(Mother Tongue), Hindi, English

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| **Hobbies** |  |  |  |

* Reading
* Learning new different things
* Listening Music

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| **Declaration** |  |  |  |

I hereby declare that the above mentioned information provided by me is true to the best of my knowledge.

Yours Faithfully

**PANCHAL ESHANI V.**