Rashmita Panchal

(Mob. No: 7405851205 E-Mail : [rashmitapanchal25@gmail.com](mailto:rashmitapanchal25@gmail.com))

**Objective :**

Seeking to be a Part of Reputable organization and to be a partner in achieving their goals.

**Profile Summary**

* Completed MBA in Finance field from K.S.School of Business Mgt.
* Completed internship at TIMES OF INDIA in market research, etc.
* Worked as Accountant in Krishna chemicals, Darshan Industries, DSP Office.
* Computer cognizant; adept at MS Office and Tally ERP 9.
* Excellent presentation abilities, team spirit and adaptability to work in competitive environments.

**Professional Experience**

**Darshan industries 15th Feb.2016 to Cont** .

ADMIN & ACCOUNT HEAD

* To maintain daily accounts & Invoice.
* To do Business development calls & Mails.
* Follow up with the present Clients for taking the order & line up for production.
* Look out for inventory management
* Handling day to day inquiries & follow ups.

**Office of Superintendent of Police-Kheda District. 18th Oct. 2013 to 14th Sep. 2014**

Project Consultant (Suraksha Setu Soc.)

* To look for the activities undertaken for this project.
* Preparation of guideline, policy, procedure, manuals, MIS System, Maintenance and implementation for the project activities.
* To support, assist & undertake supplement activities.
* To maintain records for financial transaction and monitoring if for decision making and for further projection.
* To attain Duties/Responsibilities assigned by higher authority.
* To submit monthly reports & records of the project to the state government.
* To ensure that District financial management is in accordance with mission & objectives of the society.
* To remove conflicts/difficulties/overlaps if any & to prepare smooth functioning channel.

**Bhumi International 28th Jan. 2012 to 17th Oct. 2013**

Business Development Manager

* Doing business developments mails and calls to be various client companies.
* Co-ordinate with the clients & provide Details of the products.
* Give quotation to the clients & taking order from them & process for the same.
* Participating in Exhibition, seminars and do promotional activities for the companies.

**Krishna Chemicals 10th Aug 2010 to 10th Aug. 2011**

Account Executive

* Well versed on Excel, Tally ERP 9
* Maintain Daily Accounts & Bill Process.
* To prepare monthly bank stock Report/Sales Report/VAT Report.
* To do Bank Reconciliation. Maintain C-form register, Salary distribution & daily cash maintenance.
* Payment collection as per terms & condition of different parties.
* Preparation of Balance sheet & P & L Account.
* Also looking after purchase Department.

**Academic Qualification**

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| --- | --- | --- | --- |
| Examination/Degree | **Board/University** | **Year** | **Marks** |
| MBA (Finance) (Sem. 3-4) | K.S.S.B.M. Gujarat University | 2010 | **2.77 (G.P.A)** |
| MBA (Sem.1-2) | K.S.S.B.M. Gujarat University | 2009 | **2.82 (G.P.A.)** |
| B.B.A | K.S.S.B.M. Gujarat University | 2008 | **58.71%** |
| H.S.C. | G.S.H.E.B., Gandhinagar | 2005 | **82.33%** |
| S.S.C | G.S.E.B., Gandhinagar. | 2003 | **75.43%** |

**Personal Details :**

* Name : Rashmita Panchal
* Father’s Name : Janak Panchal
* Date of Birth : 6th Aug.1988
* Sex : Female
* Marital Status : Married
* Language Known : English, Gujarati, Hindi, Marathi
* Nationality : Indian
* Address : 22 Magan patel no Khancho,

Nr. Dariyapur Darwaja. Dariyapur, Ahmedabad.

I hereby certify that the above information are true and correct to the best of my belief.

Rashmita Panchal