**CURRICULUM VITAE**

Sandeep Solanki **ADDRESS:-**

57,Abhinandan Society K.K.NagarRoad,Ghatlodia,, Ahmedabad, Gujarat,

Email:- [ssolanki7@gmail.com](mailto:ssolanki7@gmail.com)

Mob.9413912744

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| CAREER OBJECTIVE |

To work in a meaningful and challenging position that enables me to develop myself as a professional and permit scope for advancement.

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| WORK EXPERIENCE |

1. **MUTHOOT FINANCE LTD.**

Working as Accounts Assistant from 27-09-2010 to 10-07-2013.

Work duties:-

* Maintenance of Branch inward and outward stocks.
* Gold Loan Appraisal- Assessment of Purity of Gold & Weight and Valuation of Gold, Ornaments.
* Maintenance of cash flow in the Branch.
* Maintenance of all Branch Accounts including profession Tax and Bank Reconciliation etc.
* Maintain Branch assets records I.e.Computer, furniture etc.
* Coordinate audit and stock take at Branch.
* Prepared vouchers, invoices, cheque, accounts statements and report for accounts receivable and payable-monthly reporting of actual and plan prepare and sent to HO.

1. **Darshan Hardware Pvt. Ltd. , Ahmedabad**

Working as Accounts Executive from 01-4-2016 to 15-08-2016.

Work Profile:-

* Day to Day account of Debtors and Creditors .
* Voucher Entry like-Credit Card Sweeping entry, Contra Entry, Exp.& Income Exp, Journal Entry.
* Prepare Attendance Sheet & Prepared Monthly Salary Sheet .
* Prepared Day Book and Auditing of all vouchers, day sheet ,etc.
* Prepared Bank Reconciliation.
* Entry open new Account of customer.

1. **India Infoline Finance Ltd., Ahmedabad**.

Working as Sr.Executive (Valuer) from 01-09-2016 to Present

Work Profile :-

* Maintenance of Cash flow & Cash Management in the Branch.
* Sales Orientation work and customer lead generation for our product.
* Gold Loan Appraisal- Assessment of Purity of Gold & Weight and Valuation of Gold, Ornaments.
* Overdue customer follow –up and management of receivable & payable of customer.
* Prepared vouchers, invoices, cheque, accounts statements and report for accounts receivable and payable-monthly reporting of actual and plan prepare and sent to HO.
* Coordinate audit and stock take at Branch
* Maintain Branch assets records I.e.Computer, furniture & valut Management.

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| TRAINING & SEMINAR |

**ANGEL BROKING LIMITED, JAIPUR.**

• I have done my project with Angel Broking Ltd, Project on “Analysis of Marketing Strategies of E-Broking” during my MBA.

**Seminar**:-

Seminar/ presentation on Contemporary Management Issue **“STOCK MARKET DEVELOPMENT.**

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| INTRESTS & ACHIEVEMENTS |

* I am a kind of person who would like to meet new people and making friends and socializing. I like driving ,traveling and talking to people. I am interested in watching to movies and listening to music in my leisure time.
* Participate in national service scheme (NSS) +2 level programme.

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| PROFESSIONAL & ACADEMIC QUALIFICATIONS |

## Professional Qualifications:

* **MBA (**Finance) From MJRP College of Eng. And Technology, Jaipur (2010) affiliated by Rajasthan technical university, Kota.

**Academic Qualifications:**

* Post Graduate in **M.COM**. From M.D.S. University Ajmer, 2012 with 55%.
* Graduate in **B.COM**. From M.D.S. University Ajmer, 2007 with 58%.
* Senior Secondary (Commerce) from R.B.S.E. Ajmer, 2004 with 59%.

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| COMPUTER SKILLS & KEY SKILLS |

* Certificate Course in Computer Accountants from Institute of Computer Accountants,Jodhpur.
* Sincere, Hard worker, Eagar to learn new things & result oriented.
* Highly Motivated, Disciplined & Resourceful.

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| PERSONAL DETAILS |

Name : Sandeep Solanki

Father Name : Ummedmal Solanki

Mother Name : Phoolwanti Devi

Nationality : Indian

Date of Birth : 10th Oct. 1986

Marital Status ; Married

Languages Known : English , Hindi and Regional

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| DECLARATION |

I solemnly affirm and declare that the information furnished above is true and correct to the best of my

Knowledge and nothing has been concealed by me.

Place :

Date :

(Sandeep Solanki)