**SUKETU CHOKSI** suketu.choksi@hotmail.com

Mobile No : + 91 98241 66967

**CAREER OBJECTIVE :**

To work in a challenging environment that provides generous opportunities for learning& achieving organizational as well as personal goals

**CURRENT JOB PROFILE :**

**Sr. Account Manager & Admin Manager.**

**DarshitImpex Division of Kunal Petrochemical Ltd. [Since Mar 2013]**

**Key Responsibilities at Darshit(Dist. Of PVC & Plastic Raw Material) :**

* Top Focus Areas : Office Administration Responsibilities & Managing Company’s Accounts
* Co-ordinating with Staff & Vendors to ensure smooth functioning of business
* Handling financial data of Company & preparing Provisional Balance Sheet of the Company
* Handling responsibilities like TDS Grouping, Import-Export business, Vat & Service Tax, Budgeting, Banking, Maintaining Inventory & Cash Flow of the Company
* Reconciliation with Bank & Vendors to ensure accurate business transactions

**Senior Accountant**

**Teerth Technologies Pvt. Ltd. [Apr 2002 – Feb 2013]**

**Key Responsibilities at Teerth :**

* Teerth Technologies is Authorised Distributor of Zenith, Acer in Gujarat
* Have Handled Financial data of the Company & prepared Provisional Balance Sheet of the company
* Handled responsibilities like TDS Grouping, Import-Export business, Vat & Service Tax, Budgeting, Banking, Maintaining Inventory & Cash Flow of the Company
* Quarterly Reconciliation with Bank

## Educational Qualifications :

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| --- | --- | --- | --- |
| **EXAM** | SCHOOL / INSTITUTE | **BOARD / UNIVERSITY** | **YEAR OF PASSING** |
| **B.A.**  **(English)** | G.D. Modi College of Arts | North Gujarat University | 2002 |
| **H.S.C** | VividhLakshiVidhyaMandir | G.S.E.B. | 1999 |
| **S.S.C** | VividhLakshiVidhyaMandir | G.S.E.B. | 1997 |

## Computer Knowledge :

Tally 9 ERP all Versions, Sap with ERP, Ms Excel, Ms Power Point, Microsoft Office & Internet Usage excellent.

**Extracurricular Activities :**

* Had been active member of Student’s Committee in College & have organized various Cultural Programmes
* Have got Certificates for Active Participation in Inter College Competition

**Soft Skills :**

Dealing with Patience & Perseverance which helps to establish good working relationship with colleagues

**Areas of Interest :**

Dancing, Playing Badminton & Football

**Personal Details :**

Date of Birth: 06th Nov 1981

Languages Known : English, Hindi, Gujarati

Contact Info : 73/856, MangalmurtiAppartment,

Naranpura, Ahmedabad - 380013