**CURRICULUM VITAE**

**DHADVE JAYENDRA A.**

**ADDRESS :**

C-228 Ghanshyam Nagar,

Ghodasar Canal Road, Ghodasar,

Ahmedabad - 380 008.

**E-mail :** **jayendradhadve@yahoo.com**

**Mobile No.**,9712914334

**Residential No**. 9723048099

***Objective***

To work effectively with corporate by using my skills & knowledge efficiently with dedication & hard work.

***Personal Information***

**Date of Birth :** October 4, 1984

**Nationality :** Indian

**Gender :** Male

**Martial Status :** Married

**Languages Known :** English, Hindi, Marathi, Gujarati

***Educational Qualification***

|  |  |  |  |
| --- | --- | --- | --- |
| **Degree** | **Board/Uni** | **Passing Year** | **Class** |
| S.S.C. | G.S.E.B. | 2000 | Second |
| H.S.C. | G.S.E.B. | 2002 | Second |
| T.Y.B.Com | GUJ. UNI | 2007 | Second |
| I.C.W.A.I |  |  | Running |

**COMPUTER SKILLS:**

Windows, M.S.Office. TALLY,ERP(Microwave), SAP

***Strength***

A Good team Member, Cooperative, Hardworking, Sincere.

***Hobbies***

Music, Watching a Comedy Movie, Playing Games.

**Total Working Experience : 7.5 Years**

***Current Working Experience***

At present working with **Amira pure foods pvt ltd**.(Ahmedabad)

**Department :** Accounts & Audit

**Designation :** Sr. Executive Commercial

**Tenure :** Since July 2013 till Date

***Current Responsibilities:***

Verification of All kind of Expenses,Preparation of the audit observation which include suggestion for improving the existing internal control system and follow-up of the suggestion to ensure its implementation. Physical verification of stocks and checking the same with book stock to identify discrepancies and ensure that variances identified are pursued and dealt with properly in the books of accounts Analysis of Sales & Purchase Sauda (Order/Contract) of Seed, Cotton & Oil Audit of Depot & C&F PlacesReport & Analysis of Waste, Damage & Leakage in Transit, Verification of Brokge bill,C & F Commission Bill,Transportation bill,T A D A Bills, H R Department Expanses,Sales Tax Payments of all depot & Other Expanses.

***Last Responsibilities:***

Responsibility of payment collection comprehensive & timely from the market. procedure sales & purchase bill, all J.V, Bank Reconciliation, sales tax matters, T.D.S matters, Check all the physical stock, other tax matter.Make monthly income statement .cash flow statement .Arrange timely dispatch With Vihical,Check inward &Outward With Sales & Purches Reg,customer Outstanding (Due Not Due & Over Due),Bank Payment,Bank Reco,Customer Complaint, With company & Customer,Stock analysis, Depot Stock Ageing ,Leakage Damage Stock Clear,Shortage & Excess in Transport ,Report,Monthly Sales tax Report,Sales analysis & Purches analysis,Sales activity,Sales Person Reports,Deport Expanses, Co-ordination With Customer & Company Stock Report,

Visiting all India branches and check the stock and accounts as per company record books

***Last Working Experience:***

Worked as an Audit Executive in **Gokul Refoils & Solvent Ltd** from September 2011 to July 2013

Worked as an Comm. Executive in **Vivante Pure Foods Pvt Ltd** from January 2011 to September 2011

Worked as an Comm. executive in **Esdee paints ltd**  from January 2008 to January 2011

Worked as an Comm. Executive in **Tiger Surgical Pvt. Ltd.** from MAY 2007.DEC 2007

Worked as an Comm. Assistant in **Anant Enterprises**. from MAY 2003 TOMARCH 2007

***Current salary:*** Rs25227/- PM(Take Home)

Jayendra A Dhadve