

## **SANDIP PRAJAPATI**

**Mobile: 9725597600**

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### **PROFILE: Sales Accounts**

With my innate desire for learning & aptitude of delivering, I would like to seek a position in Sales Account that would provide an opportunity to significantly contribute to the Organization's Efficiency, Growth & Profitability, while at the same time paving the avenue for Career advancement & Professional growth.

### **EXPERIENCE:**

#### **Since July 2019 in JK Lakshmi Cement Limited (Accounts Executive)**

- Responsible for daily generate Outstanding and Collection Report
- Invoice Processing
  - Transportation & Handling Expense
  - Rent Expense
  - Commission (TPC, Finance, etc.) Expense
  - Advertisement Expense
  - Employee TA Bill & Other Expense
  - Technical Expense
- Other Activities
  - Bank Reconciliation
  - Vendor Payments
  - GST Query Resolve
  - Audit Requirements Data
  - Balance Confirmation Collect & update
  - Dealer Code Process
  - Vendor Code Process

#### **Apr 2018 to June 2019 with Kiran Global Chemical Ltd, (Account Executive cum HR Executive)**

- Invoice Processing
- Transportation & Handling Expense
- Bank Reconciliation
- Vendor & Employee salary payments
- Filing of EPF return.

#### **Sep 2017 to Apr 2018 with Adani Group (Junior Officer)**

##### **Job Responsibilities:**

- All banking work related to Letter of credit.
- Co-ordinate with finance department for BG Documentation, Payments, Issue new bank guarantee, remittance, etc.

#### **May 2015 to Sep 2017 with Muthoot Capital Services Ltd. (Snr Executive – Tele Sales)**

**Job Responsibilities:**

- Submitting new client loan details in online platform for easy and quick processing.
- Support marketing person for increase sale.
- To check loan approved files and disburse in the system.

**Jul 2013 to Sep 2015 with D Mart (Mall Division) (Cashier)****Job Responsibilities:**

- Manage transactions with customers.
- Scan goods and ensure pricing is accurate.
- Collect payments whether in cash or credit.
- Redeem stamps and coupons.

**EDUCATION:**

- Bachelor Degree in Commerce under Gujarat University,
- H.S.C : from G.S.H.S.E.B
- SSC from G.S.E.B

**COMPUTER PROFICIENCY**

- MS Office & Applications
- I have passed CCC Computer Examination with I Class with Distinction in Babasaheb Ambedkar Open University.
- I am acquainted with computerized working systems.

**PERSONAL DETAILS:**

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|-----------------|---|--|
| Name            | : | SANDIP PRAJAPAT                                |
| Father's Name   | : | GIRISHBHAI PRAJAPATI                           |
| Date of Birth   | : | 11th October 1989                              |
| Nationality     | : | Indian   |
| Sex             | : | Male   |
| Marital Status  | : | Married  |
| Languages known | : | English, Hindi & Gujarati (Read/ Write/ Speak) |