

Pramod Dhariyaparmar

Permanent Address: Dharmendra Nagar, Rupavati Road, Thangadh, Dist. Surendra Nagar- 363530

Contact Address: 25/B, rajdeep society, behind kaka bhaji pav, rajenderapark, Odhav, Ahmedabad - 380023

Mobile No. 8460370837, E-mail: Dhariyaparmarpramod@gmail.com

WorkExperience

Duration	Organization	Designation	Job Responsibilities
Current	Sahaj Solar Pvt Ltd	Accounts Executive	<ul style="list-style-type: none">• GST Reconciliation• TDS & TCS Reconciliation• Import Invoice Maintenance• Bill Of Entry• Creditors Reconciliation• Debtors Reconciliation• RM & PM Maintenance• Bank Reconciliation• Credit Note & DebitNote• Branch Auditing
March 2020 - Dec. 2020	Virgo UAP Pharma pvt Ltd	Accounts Office	<ul style="list-style-type: none">• GST Reconciliation• Creditors Reconciliation• RM & PM Maintenance• Export Invoice Maintenance• All Entry Maintenance• Credit Note & DebitNote• Bank Reconciliation• Cash & ChequeMaintenance• Petty Cash Maintenance
April 2019 - March 2020	Sterling Accuris Wellness Pvt. Ltd	Accounts Office	<ul style="list-style-type: none">• Branch Auditing• Cash And ChequeMaintenance• Tds, GST And All EntryMaintenance• UTI (CGHS) Maintenance• Bank Reconciliation• Invoice Bill Maintenance• Debtors Reconciliation
Marc 2018 - April 2019	Gallops Automobiles Pvt Ltd. Ahmedabad	Acconts Executive	<ul style="list-style-type: none">• Sales, Purchase, contra, Journal, Payment,receipt, Credit Note, DebitNote• Branch Auditing• Agent detailsmaintenance• Service tax, Vat, TDS and all entymaintenance• Vendor Bill maintenance
Jan 2016- April 2016	HDFC Life Insurance, Ahmedabad	Business Associate	<ul style="list-style-type: none">• Insurance premium Receiptmaintenance• Agent payment detailsmaintenance• Customerhandling• was responsible for maintenance ofInsurance Compliance

Date of Birth: 05thJuly 1995

References: Provided on request

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May 2015- Sept 2015	Welpsun India Ltd. Anjar	Machinery Operator	<ul style="list-style-type: none">To operate and monitor the working of textile machinery
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Academic Record

Year	Degree	Institution	Class/Board	Remarks
2017	M.Com.	National college of commerce, Ahmedabad	Gujarat University	58.83%
2015	B.Com.	C. C. Sheth Commerce College, Ahmedabad	Gujarat University	56%
2012	H.S.C.	Shree Municipal High School, Thangadh	G.H.S.E.B	61.71%
2010	S.S.C.	Shree Municipal High School, Thangadh	G.S.E.B	59.31%

Achievements

- Cleared Certificate 'C' Examination of NCC and awarded with certificate from National Cadet Corps in 2014.
- Completed Certificate Training Course on Nature Education from SPIPA, Ahmedabad in 2012.

Professional Qualifications

- Completed *Certificate Course in Professional Accounting (CCPA)* from One Dream Skill Development Institute, Ahmedabad

Acquired skills: Double Entry Accounting, Banking Transactions and Reconciliation, Taxation, Costing, Working knowledge of other accounting software – Tally.ERP 9, Professional knowledge of MS Office and Internet applications

Career Interest

- I want to work for an organization that will help me utilize and develop my skills and abilities
- I aspire to join the company or firm which provide me to improve my accounting skills

Strengths

- I am an active, disciplined and hard-working individual
- I complete my tasks with honesty and sincerely and am result-oriented
- I am a co-operative team player

Hobbies

- I love to listen to music
- I like playing cricket

Date of Birth: 05th July 1995

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Declaration

I hereby declare that all the information furnished above is true and genuine to the best of my knowledge.

Pramod Dhariyaparmar

Date of Birth: 05th July 1995

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