



## **CHETAN RANA**

### **OBJECTIVE**

With 3 year of accounting experience, Looking for a healthy business environment where I can share my classroom theories and expertise to create business opportunity to fulfill organizational as well as personal goals.

### **WORK EXPERIENCE**

**COMPANY** : VIJAY MISTRY & CO.  
**DESIGNATION** : ASST.ACCOUNTANT  
**JOB PROFILE** : STOCK,BANKING, ALL A/Cs MAINTAINING

### **EDUCATION**

BACHELOR OF COMMERCE (B.COM) IN THE YEAR 2009 FROM GUJARAT UNIVERSITY AHMEDABAD.

### **SUMMARY OF SKILLS AND EXPERIENCE**

- ❖ 3 YEAR WORK EXPEIRENCE AS ASST.ACCOUNTANT
- ❖ PURCHASE MANAGE ( OGS AND LOCAL)
- ❖ BANKING WORK AND BANK RECONCILIATIONS
- ❖ MANAGE DEBTOR AND CREDITER PAYMENT PROCESS
- ❖ STOCK MANAGEMENT
- ❖ ADMINISTRATIVE WORK

### **KEY BEHAVIORAL COMPETENCIES**

- ❖ RELATIONSHIP BUILDING
- ❖ COMMUNICATION AND PRESENTATION
- ❖ MANAGING TEAM
- ❖ KNOWLEDGE ABOUT SERVICE CENTER
- ❖ KNOWLEDGE BUILDING
- ❖ LOYALTY
- ❖ EYE FOR DETAIL.

### **LANGUAGES KNOWN**

GUJARATI, HINDI, ENGLISH

### **COMPUTER ABILITIES**

TALLY 9, MS OFFICE

### **PERSONAL DETAILS**

- CHETANKUMAR MANHARBHAI RANA  
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E-MAIL ID: chetan240188@gmail.com
- 562/3509 G.H.B., OPP. POLICE STATION, NEW  
BAPUNAGAR, AHMEDABAD – 380024.
- DATE OF BIRTH: 24 APRIL 1988
- MARITAL STATUS: UNMARRIED
- NATIONALITY: INDIAN

### **HOBBIES AND INTERESTS**

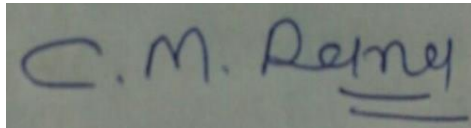
NOT HAVE ANY HOBBIES BUT LIKE TO LISTEN SOFT SONG OR MUSIC WHEN I M ALONE.

### **DECLARATIONS**

I HEREBY DECLARE THAT THE INFORMATION FURNISHED ABOVE IS TRUE TO BEST OF MY KNOWLEDGE.

**DATE:- 26/04/2019**

**PLACE:- AHMEDABAD**

A rectangular box containing a handwritten signature in blue ink. The signature appears to be 'C.M. Rana' with a stylized flourish at the end.

**CHETAN RANA**