

Anand Parmar

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E-Mail Id: anandparmar2595@gmail.com

Current address: 405, H Block, Samarpan

Residency, Near Dmart, Kalol

Pincode-382721



CAREER OBJECTIVE:

To contribute to the success and expansion of an organization and at the same time grow both personally and professionally by continuously increasing my skills.

Educational Qualification:

1. Degree: Master of Business Administration

Specialization: Marketing

University: Kadi Sarva Vishwavidyalaya

College: S.V. Institute of Management, Kadi.

2. Degree: Bachelor of Commerce

University: Kadi Sarva Vishwavidyalaya

College: Smt. M.P. Patel Commerce College, Kadi

3. Degree: H.S.C

Board: GHSEB

Passing Year:

2013

Experience:

Currently working as Dispatch Executive cum Account Assistant at Prashil Polypack, Meda Adraj, Kadi. From 1st May 2022 to till date.

○ ROLE:-

- Billing In Tally
- Arrange Transportation facility
- Vendor communication
- Accounting of Purchase expenses
- Book keeping
- Bank Reconciliation
- TDS
- Petty Cash

Previous working as Dispatch executive at **Shubham Polyspin Ltd**, Borisana GIDC,Kadi. From 1st November 2020 to April 2022.

➤ **ROLE:-**

- Billing In Tally
- Arrange Transportation facility
- Vendor communication
- Record of Freight Expense
- Fuel Record of Company Vehicle

Previous working as Dispatch Assistant at **Akshar Chem India Ltd**, Chhatral GIDC,Kadi 1st Aug 2018 to 1st Aug 2019.

➤ **ROLE-**

- • Billing In Tally
- • Supervision for Load Vehicle
- • Filing of Document Systematic

PERSONAL PROFILE:

- Father Name : Ashvinbhai Parmar
- Date of Birth: 25th May, 1995
- Nationality : Indian
- Languages known: English, Hindi, Gujarati
- Marital status: Married
- Hobbies : Reading Books and Listening Music

DECLARATION:

I hereby declare that above given information is true to the best of my knowledge.

Place:

Date:

Anand Parmar