

SANNY DEUJI

390018

Government office junior accountant with 6+ Month and UDC and LDC with 4+ years of experience finding efficiencies in busy offices. I have good computer knowledge and 50+ typing speed, Sr. Representative, Opretion at Concentrix Service Pvt. Ltd. for a strong Communication skill and good attitude.



Experience

November, 2022 - March, 2023 **Concentrix Services India Private Limited | Sr. Representative, Operations**

Manage inbound sales inquiries related to products and Regularly exceed targets related to call volume, sales conversion, and customer satisfaction by building relationships with clients
Utilize in-depth product knowledge to answer customer queries regarding products, shipping, ingredients, potential allergens, and order placement

October, 2021 - March, 2022 **Collector Office, Diu | Junior Accountant**

Reviewed financial documents to verify accounting data and mathematical accuracy.
Suggested key budgetary changes and preparation to final budget action plan.
Created spreadsheets using Microsoft Excel for daily, weekly and monthly reporting

April, 2020 - September, 2021 **Mamlatdar Office, Diu | Upper Division Clerk**

I worked with people to understand my needs and provide excellent service, Being aware of government schemes and giving benefits to the people of the village.
Worked to maintain outstanding attendance records, consistently arriving to work ready to start immediately.
Created spreadsheets using Microsoft Excel for daily, weekly and monthly reporting.



Contact Me

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Awards

Swachhata Grahi Award, 2019

Skills

Self Motivated, Business Administration, Multitasking Ability, Hard Working, Excellent communication and Management.

Languages

English, Hindi, Gujarati

Interest

Music, Travelling, Painting, Cooking

June, 2017 -
March, 2020

**Zolawadi Village Panchayat, Diu | Lower
Division Clerk**

Online registration of birth and death, Correction.
Maintain purchase and expenditures, preparation of
development work estimates.
Created spreadsheets using Microsoft Excel for daily,
weekly and monthly reporting.
To oversee the various schemes organized by the
government and to inform the village people about
them and to give their benefits.
I worked flexible hours across night, weekend and
holiday shifts.
Manage to all accounts, register, file files etc..



Education

2017 - 2018

**Saurashtra University, Rajkot | Master Of
Commerce**

69.10% with First Class

May, 2017 -
August, 2017

**Krity Computer Academy | CCC+ With MS-
OFFICE**

95.5% with First Class

June, 2013 -
March, 2016

Diu College, Diu | Bachelor Of Commerce

66.25% with First Class

June, 2012 -
March, 2013

**Gujarat Secondary & Higher Secondary
Education Board, Gandhinagar | Higher
Secondary Certificate**

71.71% with First Class