

## **CURRICULUM VITAE**

**NAME-: DEVENDRA CHOUDHARY (B.COM)**

**ADD.-: SILARI ROAD KRISHNA COLONY PIPAR CITY JODHPUR (RAJ) PIN-**

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**CAREER OBJECTIVE-:** *To associate with an organization which provides better opportunity to learn in highly competitive working environment, where I can contribute and extent application of my knowledge base by utilizing professional knowledge and insight.*

### **SKILLSETS-:**

- 1. Passionate to increase knowledge base.*
- 2. Adapt at learning things & exposure to new enterprises.*
- 3. Self-confident and goal oriented.*
- 4. Comfortable working in terms as well as independently.*

### **TECHNICAL SKILL:-**

- 1- Operating excellence in ms office and normal working of cyber securities.*
- 2:- Operating excellence in applications such as.*
- 3:-TALLY ERP 9.*
- 4:-SOCIAL MEDIA LIKE INSTAGRAM, FACEBOOK ANY OTHER PLATFORM CONTANT MONOTIZE SKILL.*

## PARESENT EMPLOYMENT

KHETAWAT BEVERAGES PVT.LTD. GJ SH 143 Punadra,Himmatnagar Gujarat-383205	DURATION	RESPONSIBILITY
<b>Designation-:</b> Assistant Manager + Junior Accountant	October-2021To November2022	1.Raw Material and packaging material stock 2.Fix Production time 3.Maintain Rejection 4.Labour and Operator Attendees 5.Labour and Operator Leave Fixing 6.Dispatch responsibility 7.Release PO for material purchase 8.Staff salary Calculation according present day 9.Canteen item purchase on time 10.Fix meeting with vendors 11.Cash handling 12.Bank recognition 13.Manage bank work 14.Maintain plant in hygienic condition 15.Sales and purchase invoice entry 16.Make credit and debit note 17.Voucher entry without GST 18.Payment follow up 19.Take sales order 20.Manage social media advertisement on festival

## PRIVOUSE EMPLOYMENT

AHIMSA INDUSTRIES LTD. 160 Devraj industrial park, Near JB fragrance piplaj Pirana road,Ahmedabad Gujarat- 382405	DURATION April-2021 To August 2021	RESPONSIBILITY
<b>Designation-:</b> Assistant Manager + Junior Accountant		1.Raw Material and packaging material stock 2.Fix Production time 3.maintain Rejection 4.Labour and Operator Attendees 5.Labour and Operator Leave Fixing 6.Dispatch responsibility 7.Release PO for material purchase 8.Staff salary Calculation according present day 9.Fix meeting with vendors 10.Cash handling 11.Bank recognition 12.Manage bank work 13.Maintain plant in hygienic condition 14.Sales and purchase invoice entry 15.Make credit and debit note 16.Voucher entry without GST 17.Payment follow up 18.Take sales order 19.Manage export invoice 20.Manage social media advertisement on festival

<b>J.R.BEVERAGES PVT.LTD.(RAIL NEER)</b> Sanand Opposite Hirapur Village Gidc Ahmedabad Gujarat	<b>DURATION</b> January 2018 To February 2021	<b>RESPONSIBILITY</b>
<b>Designation-</b> Assistant Manager + Junior Accountant		1.Raw Material and packaging material stock 2.Fix Production time 3.Maintain Rejection 4.Labour and Operator Attendees 5.Labour and Operator Leave Fixing 6.Dispatch responsibility 7.Release PO for material purchase 8.Staff salary Calculation according present day 9.Canteen item purchase on time 10.Fix meeting with vendors 11.Cash handling 12.Bank recognition 13.Manage bank work 14.Maintain plant in hygienic condition 15.Sales and purchase invoice entry 16.Make credit and debit note 17.Voucher entry without GST 18.Payment follow up 19.Take sales order 20.Manage transport 21.Manage social media advertisement on festival

<b>BRILL INTERNATIONAL</b> Khari Bavli,chandani chouk,Delhi	<b>DURATION</b>	<b>RESPONSIBILITY</b>
<b>Designation-</b> Supervisor + Junior Accountant	May 2017 To December 2017	1.Raw Material and packaging material stock 2.Fix Production time 3.Maintain Rejection 4.Labour and Operator Attendees 5.Labour and Operator Leave Fixing 6.Dispatch responsibility 7.Release PO for material purchase 8.Staff salary Calculation according present day 9.Canteen item purchase on time 10.Fix meeting with vendors 11.Cash handling 12.Bank recognition 13.Manage bank work 14.Maintain plant in hygienic condition 15.Sales and purchase invoice entry 16.Make credit and debit note 17.Voucher entry without GST 18.Payment follow up 19.Take sales order 20.Manage transport 21.Manage social media advertisement on festival

<b>PUNJAB NATIONAL BANK</b> Subash ghat pipar city, jodhpur,Rajasthan- 342601	<b>DURATION</b>	<b>RESPONSIBILITY</b>
<b>Designation-:</b> Business Correspondent	January 2015 To March 2017	1. Account opening 2.Cash Deposit 3.Cash Withdraw 4.Lone distribute 5.Make Aadhar card 6. Make PAN card 7.Fill government Vacancy form 8.XEROX 9. Colour print

**TOTAL EXPERIENCE 7 YEARS**

**EDUCATION QUALIFICATION**

<b>EXAM</b>	<b>PERCENTAGE</b>	<b>CLASS</b>
12TH	68.87%	1ST CLASS
B.COM	61.67%	1ST CLASS
RSCIT	78.80%	1ST CLASS

**YOURS TRULY:- DEVENDRA CHOUDHARY**