

# SRUSHTI RAVINDRAKUMAR PANDYA

**ADDRESS :** B-303,Devashish divine 2  
Near Divine life international School,  
Opp,Kalash 3,Vatva Lambha Road,New lambha-382405

**Email ID :** Srushtipandya108@gmail.com  
**(M) :** +91-7600429078 ( WhatsApp Active )

## CAREER OBJECTIVE

Intend to build a career with leading corporate and I also willing to accept a challenging position in a competitive environment and Strongly motivated to work with the dedicated and Creative people.

## PERSONAL INFORMATION

**MOTHER NAME :** RANJAN BEN  
**DATE OF BIRTH :** 18-June-1995  
**GENDER :** Female  
**LANGUAGES KNOWN :** Gujarati, Hindi, English  
**HOBBIES :** Travelling / Dancing / Music  
**MARITAL STATUS :** Married

## KEY SKILLS

Proficient or familiar with a vast array of software's, concepts and technologies, including:

- Banking
- Tally ERP 9.0
- Ability to Communicate well with others
- Co-operative Attitude

## EDUCATION

1) S.S.C	/	Gujarat Board	/	2010	/	Complete with 78 %
2) H.S.C	/	Gujarat Board	/	2012	/	Complete with 77 %
3) Bachelor of Commerce ( B.com)	/	Gujarat Board	/	2015	/	Complete with 60 %

## WORK EXPERIENCE

- **2 Yr. 10 Mo. Exp. In Meteoric Biopharmaceutical Pvt. Ltd. As Executive of Production and Account.**

### JOB DESCRIPTION

- Making daily in ward/ Out ward
- Filling work
- Day to Day planning and management
- Maintain stock Report and handling
- Involved in other activities including production, labelling, packaging and shipping
- Making Daily, weekly and MIS reports.
- Consignment tracking
- Coordinate with transporters.

**Activities relevant to Account Division**

- Generate E-way bill/courier declaration / Bill expense sheet /Approval form/Purchase Requisition form
- Making Export Invoice /packing list/Non-hazardous/SDF/SLI/and any other doc.
- Purchase & Sales Reports

**Activities relevant to Admin Division**

- Attendance sheet
  - OT records
  - Petty cash management and record
  - Leave application form/leave Record
  - Any additional duties/ Responsibilities assigned by the Management.
- **1 Yr. 2 Month (Continue) at CHEMET Pvt. Ltd. As Office Assistant.**
  - Front desk related work
  - Answering all calls and directing as needed
  - Making Indent
  - Logistics ( Shipment follow up & Record)
  - Reminder for Due Invoices.
  - Making Commercial order sheet.

**Achievements and Awards**

- Awarded by **Meteoric Biopharmaceutical Pvt. Ltd.** For **working Punctualities.**

**DECLARATION**

I hereby to declare that above mentioned details or Information's are true to the best of my knowledge.

**SRUSHTI RAVINDRAKUMAR PANDYA**