

Narveersinh J. Parmar

Ápex Solace, Flat No. S5, Near Kandla Airport
Village- Varsamedi, Taluka- Anjar-363660 (Kutch-Gujarat.)

Mobile: +919978880450, +919510856377

Email: narveersinhparmar@gmail.com

Overview

B.A. with Total 12 years' experience –

Including Admin & Account works.

Profile Summary: Experience (Total 13 years)

- Presently working with Suzlon group of company – (01 Year) in Suzlon Power Infrastructure Ltd. As an **Executive – Admin & Cashier**.
- 11 Years' experience as a **Sr. Accountant** in Shree Chamunda Construction & Atul Motors.

Relevant Experience-4 (current)

Company : Suzlon Power Infrastructure Ltd, India
Joining Date : April.2019 – Till Date
Designation : Working as a "**Executive – Admin & Account** " in Power Evacuation

Responsibilities:

- Attendance Management of all employees of Department.
- To maintain & supervise Accommodation Facility of Employee.
- Cash flow maintain of daily expense.
- Bill collection & verification of vendors.
- Vendor Bill booking in SAP
- Data entry of daily expense in system.
- Payment follow up with concern Authority.

Relevant Experience-3

Company : Shree Chamunda Construction
Joining Date : Jan.2017 to April.2018
Designation : working as a "**Sr. Accountant & Admin**"

Responsibilities:

- Cash flow maintain of daily expense.
- Bank Account Reconciliation.
- Bill collection & verification of vendors.
- Vendor Bill Booking
- Data entry of daily expense in system.
- Payment follow up with concern Authority.

Relevant Experience-2

Company : Atul Motors Pvt Ltd
Joining Date : Nov.2013 to Jan.2017
Designation : working as a "**Sr. Accountant**"

Responsibilities:

- Bank Account Reconciliation.
- Bill collection & verification of vendors.
- Data entry of daily expense in system.
- Payment follow up with concern Authority.

Relevant Experience-1

Company : Shree Chamunda Construction
Joining Date : Aug.2008 to Nov.2013
Designation : working as a "**Accountant & Admin**"

Responsibilities:

- Data entry of Daily expense in system.
- Supervision & Monitoring of All Admin related Work.

Academic Credentials

- **Bachelor in Arts (B.A.)** from Saurashtra University (Gujarat) in March-2007.
- **Diesel Mechanic** from Industrial Training Institute (ITI), Gondal in July-2003.
- Intermediate (10+2) from Gujarat Higher Secondary Education Board in March-2003.
- High School (10) from Gujarat Secondary Education Board in March-2000.

Computer Skills

OPERATING SYSTEM : Window 98, 2000, ME, XP. & 7
S/W PROFICIENCY : MS Office
Account System : Financial Accounting System in Tally & SAP

Personal Details

Name : **Narveersinh J. Parmar**
Father's Name : Jashubha H. Parmar
Gender : Male
Marital Status : Married
Nationality : Indian
Date of Birth : 08th Aug.1984
Permanent Address : Ápex Solace, Flat No. S5, Near Kandla Airport, Village- Varsamedi
Taluka- Anjar-363660 (Kutch-Gujarat.)
Contact Numbers : +919978880450, +919510856377

Declaration

Last Package With Suzlon Power Infrastructure 324 k PA

I hereby declare that the above-mentioned information is correct up to my knowledge and I bear the responsibility for the correctness of the above-mentioned particulars.

Place: Anjar

(Narveersinh J. Parmar)