

Circulam Vitae

HEMANT SALIAN
Mobile +91 84608 90946.

Professional Snapshots:

- A competent individual with over 9 – 9 1/2. Years of experience in Store In charge, Sales – Purchase, Accounting in Surgical Industry.
 - I was worked with Tata Aig Life Insurance Co. Ltd. As a CSOA (Customer Service Officer Assistant) in associated with PAMAC Fin service Pvt.Ltd.
 - I was worked at CEL Packaging Pvt Ltd. As an Executive Assistant cum Store In charge (August'2010- April-2011).
 - I was worked at Medinza Biotech as a HRM cum Store In charge. (May'2011 May'2016).
 - Currently positioned with Shanti Juniors (A Div. of SEIL) as an Internal Auditor since June'2016.
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Work History / Experience:

- 1) Crown Surgical, Mediplus Marketing & Crown Healthcare Ltd.: Depot In charge cum Account Assistant (1998-2007)

Job profile:

- Handling Warehouse Staff & maintain Staff Attendance in daily base.
 - Individual Handling Godown.
 - Contact directly Dealer for the Purchase of Product.
 - Co-ordinate with Distributors for the Sales Order.
 - Create sale Invoice copy as per party's sale order.
 - Bank Reconciliation.
 - Maintain Sales – Purchase book, Cash – Bank book, Staff Attendance Book.
 - Maintain Stock Inventory, Inward & Outward register File Management Activity.
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- 2) Tata Aig Life Ins Co. Ltd.: CSOA (Costumer Care Officer Assistant) & Back office work (2007-2010).

Job profile:

- Handling Costumers query & update the same in system.
 - Co-ordinate with sales team to manage document as per require of Policy.
 - Application Form Scrutiny & update the same in system.
 - Back Office work & Administration work.
 - Telephonic reminder for policy premium- lapse policy for activation
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3) CEL Packaging Pvt Ltd.: Assistant Executive (August'2010-April '2011)

Job profile:

- Sales & Purchase Bill entry in system.
 - To maintain file's (Purchase, Sales & Purchase Order)
 - Issued raw material as per production required on daily base
 - To create MRIN as per raw material issue.
 - Co-ordinate with Factory supervisors to production as per party's purchase order & dispatch the same as per terms
 - To maintain Stock Inventory & Production.
 - To maintain daily report & update the same in system. (Production,Dispatch,Raw Material Inward-outward)
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4) MEDINZA BIOTECH: Office Assistant cum Store in Charge (May'2011-May'2016)

Job profile:

- Co-ordinate with Employee for attendance & Leave card update for Process of Salary.
 - To Process of salary account of new join Employee.
 - To maintain file's of Sale-Purchase, Cash-Bank, Purchase Order's.Stock Register.
 - Co-ordinate with purchase Party's for Purchase order goods receive.
 - Reminder of Party Payment's.
 - Office Routine work.
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5) SHANTI JUNIORS (A DIV OF SEIL):- Internal Auditor (Since June'2016)

Job profile:

- Obtaining, analyzing and evaluating accounting documentation, reports, data, flow charts etc.
 - To check and auditing all Type accounting Vouchers (Work Order, Expense Vouchers, J V,Purchase,Payments,Receipts, Cash Book, etc.,)
 - To Check Attendance register and cross check with employee's punching reports.
 - To co-ordinate with HR for Salary Sheet and audit the same.
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Personal Details:

Name : Hemantkumar Salian

Father Name : Late. MohanBhai S. Salian

Current Address : F-305, Shrinandnagar Part IV, Near Jain Derasar, Sonal Cinema Road, Vejalpur, Ahmedabad: 380 0051 GUJARAT INDIA.

Contact Number : +91 8460890946.

E-mail id : hemant.salian1980@gmail.com

Gender : Male

Date of Birth : 20th June 1980.

Marital Status : Married

Cast : Hindu

Nationality : Indian

Education : 10 + 2 (Commerce)

Computer knowledge : Basic Knowledge of Computer, (M.S. Office, Internet, Tally)

Language knowledge : Hindi, Gujarati, English & Tulu

Skills : Quick learning ability and good communication skills
