

RESUME

Dipak Bipinchandra Jani

Add: Mangal Murti Society, Popat Chowkadi,Viramgam.

Mobile No. : 7485933107

Email ID: dipakiani900@gmail.com

CARRIER OBJECTIVES:-

To seek a dynamic and challenging career an organization strives for excellence with my knowledge and team effort while making positive contribution to promote the individual opportunity and professional growth.

ACADEMIC QUALIFICATION:-

Sr. No.	<u>Class/ Degree</u>	<u>Board/University</u>	<u>Year</u>	<u>Division /Percentage</u>
1.	H.S.C.E.	G.S.E.B.	2017	80%
2.	B.com.	Gujarat University	2020	Distinction
3.	M.com.	Gujarat University	2022	First Class

Computer SKILL:-

- ❖ Basic Computer Course (BCC)
- ❖ Tally Erp With GST
- ❖ Advance Microsoft Excel & Microsoft Word
- ❖ SAP Accounting Software(SAP MM)
- ❖ E-Mail communication

Skills

- Strong attention to detail
- Ability to multitask and prioritize effectively
- Strong verbal and written communication skills

WORK EXPERIENCE:-

- 1 years As Trainee Assistant At Injectable Store,Aculife Healthcare private limited frm June 2021 To June 2022
- As Store Assistant At Aculife Healthcare private limited Since June 2022 To February 2023.
- Currently Working As Finance Executive At Rutul Shah Co LLP CA Firm Since March 2023..

Job Profile:-

1) Maintain Material Inventory

2) Receiving of Material (RM&PM) and prepare GRN through SAP System.

- 3) Issuing Material to production/packaging dept.
- 4) Day to day maintaining stock and keep inventory.
- 5) Facing internal and external audits.
- 6) Maintain documents and keep records.
- 7) Communication with Purchase and other dept.
- 8) Prepare Non-moving/expired material data and proceed further.
- 9) Prepare Weekly, Monthly, Quarterly, Yearly Reports From SAP ERP and Then Execute to Excel.
- 10) Audit and Compliance Report Preparation In Excel
- 11) Co-ordinate With Senior Persons.
- 12) Accounting Journal Entries, Prepare Sales Purchase Report.

PERSONAL DETAILS:-

Father Name: - : Bipinchandra Jani

Date of Birth: - : 30/05/2000

Gender: - : Male

Marital Status: - : Unmarried

Nationality: - : Indian

Religion: - : Hindu

Caste:-. : Brahmin

Language Knowledge: - : Gujarati, Hindi & English

Hobbies:-

- Explore And learn Facts Through Social Media.
- Learn new things.
- Learn Useful Formulas&Ideas that helps to Increase creativity in workplace.

DECLARATION:-

I hereby declare that the above information is true best of my knowledge

Date:-

Place:-

Dipak Jani