

CURRICULAM VITAE

KOSHTI DIPAK D.

D-1104, NANDANVAN HEIGHT

Nr. AAKRUTI TOWNSHIP,

NAROL GAM, AHMEDABAD. – 382405.

Gujarat (India)

Ph.No :- (M) 9016699757 / 9067074591

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WORK EXPERIENCE.

Mangalam Information Technologies Pvt Ltd

Shift Admin

As a shift Admin material Inward & Outward process, Petty cash manage during shift, All kind of asset preventing from damage, monthly asset count, prepare strength daily two time in a day, manage housekeeping staff as per requirement, security staff manage as per company SOP. Vendor management, updating SLA and updated contract. Security and housekeeping attendance update Office stationery maintain, all staff daily attendance with in-out time, coordinate with Sr. admin Officer, monitoring all kind of office supplies, support all dept. like team.

CANCER HEALER CENTER PVT.LTD

Admin Assistant

Responsibilities

Maintain all medicine Stock, Stock count, stock report send to Head office. Medicine requisition sends. Daily DSR maintain. Handle all patients who comes to center. Solve all patient related query. Maintain all patients' appointment. Handle all refund cases. Handle staff related query staff timing and week off. Maintain Housekeeping and cleaning Cash deposit and credit card payment handle. Daily maintenance, light bill, telephone bill and all type of bill payment. Office stationery maintain, all staff daily attendance with in-out time, coordinate with HO, travel arrangement ticket booking, flight booking, hotel booking ect, courier handling, General repair and maintenance, tally physical cash with system, making MIS reports, trail balance report, keeps all reports hard copy for audit purpose, patty cash, travelling and petrol claim process, cash deposit in bank through collection agency .

Accenture India Pvt ltd

Process Analyst

(Operation-Executive)

Responsibilities

Tally physical cash with system, MIS maintain in soft copy, CBS cash entry in system, keeping trail balance sheet, keep all record in hard copy's as per audit purpose, Petty cash, travelling and petrol claim process in system, Cash deposit in bank through collection agency Keeping safe key movement records.

Keeping all records related to IT assets, like issue or receiving, IT assets query handling, Petty cash, travelling and petrol claim process in system, Cash deposit in bank through collection agency Staff availability checking, Housekeeping and office stationary material maintain. Office expenses like, Property Tax, professional Tax, Water Bill, Electricity Bill and other expense payment responsibility and all records keeping hard and soft both copy.

Loan application file checking and document verification, File login in system and follow up, Customer death claim form process and guidance.

Amway India Enterprise Pvt Ltd.

Handling & Managing Accounts Activities / Cash Flow of the Allotted Location, Identify Shortage, Manage Daily Monthly Petty Cash Transactions of AMWAY&AMSURE, Submitting Credit Card Detail and cash report by online system in CTM, Keep All the record of Credit Card Sleep & Cash Submitting Slip for Audit Purpose, Create User report of All Cashier in Department & Maintain Master Merger Report, Prepare Sales Invoice, MIS Reports, Maintain Journal & Ledger Accounts.

EDUCATIONAL QUALIFICATION

I have passed S.S.C. exam in March, 2003 with 63.64% from G.S.E.B

I have passed H.S.C. exam in 1998 with 72.33% from G.H.S.E.B.

I have passed BA exam in 2009 with 62.33% from Guj. Uni.

I have passed MA exam in 2011 with 57.25% from Guj. Uni.

COMPUTER SKILLS

MS Office & Internet, email work, Excel, word

I have worked on this Software (Tally ERP.9, CTM, CBS-Flex cube)

AREAS OF INTEREST

Music

Reading

PERSONAL DETAILS

Date of Birth 30th Nov, 1987.

Marital Status - Married.

Date :-

Thanks & Regard

(DIPAK KOSHTI)

