

# **CARRICULUM VITAE**

## **VIRAJ K PATEL**

(Back Office Incharge / Stock Incharge)

**Phone:** +91- 8866313393

**Email:** [virajpatel0017@gmail.com](mailto:virajpatel0017@gmail.com)

### **Organizational Experience:**

#### **POPULAR WHEELERS (INDIA) PVT LTD**

**Jan 2013 to Feb 2020**

**Ahmedabad, Gujarat**

**Industry** : - Maruti Suzuki Dealers Automobile

**Location** : - Ahmedabad

**Designation** : - Back Office Incharge

Popular Wheelers India Private Limited is a Private Company incorporated on 07 January 2002. It is classified as Indian Non-Government Company and is registered at Registrar of Companies, Ahmedabad. Its authorized share capital is Rs. 30,000,000. It is involved in Sale of motor vehicle parts and accessories Includes wholesale and retail sale of all kinds of parts, components, and accessories for motor vehicles, when not combined with sale of such vehicles themselves.

#### **DB MOTORS PVT LTD**

**Aug 2021 to July 2022**

**Ahmedabad, Gujarat**

**Industry** : - Maruti Suzuki Dealers Automobile - Arena Channel

**Location** : - Ahmedabad

**Designation** : - DMS Incharge / MIS Incharge

DB Motors Private Limited is a Private Company of Cargo Group incorporated Since 1959. It is primarily in the Automotive Industry. Presently Cargo group operational in Delhi,Gujarat,Punjab and Rajasthan through 73 sales outlet and 30 Workshops.It is involved in Passenger Vehicle , Commercial Vehicle Sales & Service also involved in Transportation & Hotels services.DB Motors is a Child Company of Cargo Group.

#### **VISUAL AUTOLINK PVT LTD**

**Aug 2022 to Feb 2023**

**Ahmedabad, Gujarat**

**Industry** : - Maruti Suzuki Dealers Automobile - Arena Channel

**Location** : - Ahmedabad

**Designation** : - DMS Incharge / MIS Incharge

Visual Autolink Private Limited is a Private Company incorporated Since 2018. It is primarily in the Automotive Industry. Presently Visual group operational in Ahmedabad through 5 sales outlet,2 Commercial Outlet and 2 Workshops . It is involved in Passenger Vehicle , Commercial Vehicle Sales & Service .

**Ahmedabad, Gujarat****Industry : - MAHINDRA Cars Dealers****Location : - Ahmedabad & Surendranagar****Designation : - Stock Incharge**

Shital Motors Private Limited is a Private Company incorporated Since 2004. It is primarily in the Automotive Industry. Presently Shital Motors group operational in Ahmedabad through 4 sales outlet, 3 Commercial Outlet and 2 Workshops. It is involved in Passenger Vehicle, Commercial Vehicle Sales & Service.

**Roles & Responsibilities:**

- ❖ Release Delivery order.
- ❖ Bank Reconciliation.
- ❖ Delivery process and maintain the all type docs.
- ❖ Maintain Stock and allocation of All Vehicles.
- ❖ All type sale and purchase Report.
- ❖ Maintain the Booking and Delivery Report Daily and monthly Base.
- ❖ Process all type Maruti Suzuki claim like **(ISLP & RMKP, Exchange Claims)**
- ❖ All type Insurance new application and report of insurance.
- ❖ Maintain all customers' ledger and A/c.
- ❖ Vehicle allotment Invoice and delivery order E.W. generate. **(DMS)**
- ❖ Daily base cash and bank statement reconciliation.
- ❖ Daily auto debit statement and reconciliation.
- ❖ NCB Submission process to all type of Insurance.
- ❖ Billing with computerize System.
- ❖ Mailing Report to the office on daily and monthly bases.
- ❖ All petty cash and miscellaneous Expenses Report.
- ❖ Customer Handling With Company's reference.
- ❖ Planning & manage for timely issue the required material on purchase by order.
- ❖ Maintain discrepancy report and co-ordinate with report to match with A/c soft.

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**Academic Qualification**

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Course /Certification	School/College	Board/University	Year /Session	Percentage
SSC	SHRI P.J. HIGHSCHOOL	GSEB	2007	58
HSC	SHRI P.J. HIGHER SECONDARY	GHSEB	2009	55
BCA	Ambaji BCA College	HNGU, Patan	2012	63

**Personal Information:****Name : Viraj K Patel****Father's Name : Mr. Kirtibhai Patel****Date of Birth : 25<sup>th</sup> Jul, 1992****Present Address : B 101, Aashirvad Park, near Panjrapole cross road, Vastral ring road,  
Vastral Ahmedabad 382418****Permanent Address : B 101, Aashirvad Park, near Panjra pole cross road, Vastral ring road,  
Vastral Ahmedabad 382418****Marital Status : Unmarried****Nationality : Indian****Language known : Hindi, English & Gujarati****Key Qualities:**

Self motivated, enthusiastic, creative and trouble shooting aptitude, hard working, Friendly behavior, patience, Leadership and Team work. I respond well to a challenge and enjoy the opportunity to reap the rewards of hard work and dedication.

**Declaration:**

I here by declare that all the information given above is true and correct as the best of my Knowledge

**Date : -----****-----****Place : -----****Viraj Patel**