

To work in a challenging and competitive environment that provides generous opportunities for learning. Experience professional with proven track record of successful project management and producing quality outcomes through team work.

WORK EXPERIENCE

Family Business Delwin Industries

11/2022 - Present Surendranagar, Gujarat

Achievements/Tasks

- Dealing & Negotiating with Customers & Suppliers for closing the deals for the company.
- Preparing data and documents for Govt. Subsidies.
- Responsible for preparing Cost Sheet, overall Accounts, and Compliance activities of the company.
- Responsible for the effective utilization of Funds and investing the unutilized/ access funds.
- Responsible for offline & online Marketing, Procurement & other day to day activities of the company.

Assistant Manager Emcure Pharmaceuticals Limited

08/2020 - 11/2022 Surendranagar

Emcure Pharmaceuticals Limited is an Indian MNC pharmaceutical company headquartered in Pune, Maharashtra.

Achievements/Tasks

- Preparation of financial accounts and various budget reports, hence identified significant trends and variances.
- Improved stock management by physical stock verification on quarterly basis.
- Helped in preparation of Documents for upcoming IPO of Emcure Pharmaceuticals Limited.
- Preparing various Capex MIS to present to mgmt. related the project status.
- Developed and implemented strategic plans to reduce expenses and increase profits based on financial analyses.

Finance & Operation Head Meditria Healthcare Private Limited

02/2018 - 07/2020 Surendranagar

Achievements/Tasks

- Successfully installed ERP software (Pharma suite).
- Prepared various documents for government subsidies, electricity duty removal and legal compliance & approvals.
- Prepared all the GST related data and filed GST returns.
- Helped in smooth takeover of Meditria Healthcare Pvt Ltd by Emcure Pharmaceutical Limited.
- Evaluated finances to access budget and controls and identify areas of improvement.
- Handled customers and employee finance queries, complaints and concerns, resolving with balanced solutions.
- Prepared various MIS for smooth operation of business.

SKILLS

Interactive

Problem Solving Attitude

Positive Attitude

Easy Adoption to work

Microsoft Excel

Solution Driven

Tally Prime

SAP & ERP Software

Quick Grasping

Monthly Finance Planning

Budgeting

EDUCATION

Chartered Accountant - ICAI (2018)

- Ahmedabad

Bachlor in Commerce - S.M.P.I.C (2015)

- Ahmedabad

HSC - Sunnysky English High School (2012)

- Surendranagar

LANGUAGES

Gujarati

Full Professional Proficiency

Hindi

Full Professional Proficiency

English

Full Professional Proficiency

INTERESTS

Cricket Playing

Driving

Travelling

Watching movie

Philanthropic activity