**DHARMENDRA JASHWANTKUMAR GAJJAR**

B-504, Shri Sant Residency Flat,

Near: ST. Mary School, New Naroda

**AHMEDABAD, GUJARAT, INDIA**

Mobile: India +91 8460766479, 7096161836

Email: djgajjar73@gmail.com



**Carrier Objective**

Seeking opportunity in Sales Accounts/Credit Control

**Professional Experience:**

1. Sohar Asphalt Llc – Muscat (Sultanate of Oman)

As Executive Account from 07/06/2017 to 11/06/2018

1. Harsha Engineers Ltd – Ahmedabad (India)

Re-Join

As Executive since 01/05/2015 to 31/5/2017

Past profile

As Credit Control Executive from 23/03/2001 to 26/03/2007

Bearing cage manufacturer/engineering unit

1. Diplomat Group WLL – Doha(Qatar)

As Sr.Accountant from 03/06/2014 to 28/08/2014

MEP Contracting Company

1. Al Nahdha Al Omaniah Co.LLC – Muscat (Sultanate of Oman)

As Sr.Accountant from 26/08/2013 to 09/12/2013

Construction Company (Project basis)

1. Al Turki Enterprise LLC – Muscat (Sultanate of Oman)

As Sr.Accountant from 28/04/2009 to 16/04/2013

Engineering, Construction Company

1. Torrent Pharmaceuticals Ltd – Ahmedabad (India)

As Executive Finance from 27/03/2007 to 09/04/2008

Electricity, Pharmaceutical Company

1. Baroda Electric Meters Ltd – Vallabh Vidyanagar, Anand (India)

As an Accounts Officer from 01/10/1998 to 22/03/2001

Electric meter manufacturing unit

**Job profile**

• GL, Debtors & Vendor account creation as per business requirement

• Functioning in account team such as:-

• Finance (receivables, credit control)

• Debtors Aging analysis & present report to manager

• Customer accounts reconciliation

• Close follow up for account receivables to avoid overdue.

• Forecasting monthly deliveries based on customer's production plans with the help of marketing team, and communication with Sales team for better allocation of the resources

• Managing and solving conflicts with debtor’s overdue

• Group company accounts reconciliation & present report to manager

• Preparation of Debit/Credit Note, J/v, Bank Receipts, etc

• Salary/settlement remittance letter preparation

• Monthly expenses checking & report to management (as per require)

• Export & Domestic post shipment document prepare & submit to Finance dept. to further submit in bank for payment collection

• Finish Goods Valuation (readymade reports download from SAP & check)

**Computer Skills:**

* **SAP** FICO & SD Module
* **Tally** ERP
* Focus **ERP** (basic level)
* P.G.D.C.A. with Distinction passed in 1998
* Oracle D2k certificate course (attempted)

**Positive Key Skills:**

* I am determined & assertive individual, a good planner & also act as a team leader who inspire and influence others for optimum output for organization
* Always accept new challenges & take optimum output
* Maintaining Quality with Quantitative output

**Outstanding Performance:**

* MS Excel, Word good command
* Cost saving activities through effective credit control
* Harmonious relation with colleagues

**Academic Background:**

* **SSC** with First Class from KSEB ( Karnataka ) passed in 1989
* **HSC** with Second Class from GSEB ( Gujarat ) passed in 1994
* **B.Com** with Second Class from Sardar Patel University – Vallabh Vidyanagar (Gujarat) passed with 51.63% in 1997

**Note:** Study throughout English Medium

**Date of Birth:** October 03, 1973

**Language Known:**

English, Gujarati, Hindi & Arabic-basic level

**Salary expected:** As per company rules / can be negotiable

Gajjar Dharmendra J