**RESUME**

**Name : Hitesh Kumar Varma**

**Contact : +91 99987 35799**

[**varmahitesh88@gmail.com**](mailto:varmahitesh88@gmail.com)

**Work Experiences:**

* **Current Employer** – Lakshya Life Care Products Pvt. Ltd., Ahmedabad - Engaged in FMCG Products, Supplier and Exporter of various Brands and product i.e. Everest Masala, Gala, Vasmol, Unibic Biscuit, Jivraj Tea, Villain Perfume, Renee Cosmetic, Vicco, Xotik (Soft Drink), Reynolds Pens, Rorito, Beardo, Uday Oil, Gavia, Dr Batra’s, Sri Sri etc.- as Sales and Administration Manager

**Responsibility:**

* Daily maintenance of Sales, Stock and OTS reports
* Preparing Sales Invoices according to Sales Orders
* Monitoring the inventory of go-down with tally/software stock
* Dispatch Planning and sort out if any discrepancies in dispatch
* Inward Purchase review according to Purchase Order
* Preparing transport expenses reports from various transportation bills
* Bank related work – RTGS & NEFT to Suppliers
* Maintain primary & secondary month wise sales
* Preparation of MIS report as per require from sales team (monthly primary & secondary product wise datasheet)
* Bank Reconciliation Statement
* Accounting Entries in their accounting software (Sales, Purchase, Receipt, Payment and Journal Vouchers entries)
* **Previous Employer** – M/s. Creative Infotech Pvt. Ltd. - Work as Steno and Private Secretary in Income Tax Department O/o the Pr.CIT-3 & Pr.CIT-1, Pratyaksh Kar Bhavan, Panjarapole, Ambawadi, Ahmedabad on Contractual basis since June, 2011 to 17.01.2019.

**Responsibility:**

* Handle all Administrative & Assessment Work as assigned by the Officer
* Have experience about internet, Word & Excel and also does the work of Private Secretary

**Educational Qualification:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Qualification** | **Board/**  **University** | **Passing Year** | **Percentage (%)** |
| H.S.C. | G.B.S.C. | 2006 | 77.20% |
| B.com | Gujarat University | 2009 | 55.00% |
| Company Secretaries (Executive) | ISCI | 2011 | 54.00% |

**Personal Details:**

Date of Birth : 06/01/1988

Father’s Name : Late Satyanarayan C. Varma

Mother’s Name : Sheelaben S. Varma

Sex : Male

Marital Status : Married

Language known : Hindi, English & Gujarati

Nationality : Indian

**Permanent Address:**

: 90, Kashibanagar, B/H New Bus Depot,

Hatkeshwar, Amraiwadi,

Ahmedabad, Gujarat- 380026

**Declaration:**

I hereby declare that all the information provided is correct and precise to my knowledge.

Date: - / /2023

Place: Ahmedabad (Gujarat) **(Hitesh Varma)**