**PANKITKUMAR PRAVINBHAI DESAI**

**(Kadva Patel)**

**73,Moti khadki, Nr. Vinay School**

**Rakhial,Ahmedabad-380021**

**Mobile No: +919328125181/7383036637**

**Email Id –** [pdpankit70@gmail.com](mailto:pdpankit70@gmail.com)

**CAREER OBJECTIVE:**

* To be part of a growing organization where I could apply and develop my acquired skills and knowledge.

**HIGHLIGHTS OF QUALIFICATION:**

**A. Educational Background**

1. **B.COM (BACHELOR OF COMMERCE)**

From **April-2005 to March-2008**

COMMERCE COLLEGE-S.V COMMERCE COLLEGE-GUJ. UNIVERSITY

1. **C.C.C**

From April**-2008**-BAOU-six month course computer -66.00% (CCC)

1. **CPCA (CERTIFIED PROFESSOINAL COMPUTER ACCOUNTS)**

From –**NIFA (NATIONAL INSTITUTE OF FINANCE & ACCOUNTS)**

Having been examined for the degree of Finance & Account

In the year of March-2010 OF and adjudged to have pass in the

75% (‘A’GRADE)

* **ITI (INSTITUTE TECHNOLOGY INSTRUMENT-GOV’T)** **COMPUTER COURSE** 6months course

M.S OFFICE, DTP

* **CIVIL DEFENCE TRANING, AT AHMEDABAD CITY,** **GUJARAT STATE, INDIA.**

**RANK-WORDEN – YEAR-2010**

**B. SKILLS & CAPABILITIES**

* Computer Literate (Microsoft Office)
* Knowledgeable of ERP 9 and Tally-7 version software
* Can follow instructions efficiently.
* A self-starter, Hardworking, Honest and can work with minimum supervision
* Being able to work with team.
* Being able to complete paper work

**C. WORK EXPERIENCE**

**VINUS COURIER** Data Entry Operator

November to December, 2008

**Revdi Bazar,Kalupur, A`BAD, Guj, India**

**Duties and Responsibilities**

* *Preparing Document*
* *Checking Application Form Make Invoice*
* **Unique Diamond Alum .Glass & Decor L.L.C., Abu Dhabi (U.A.E.)**

**MY POST AS A JR.ACCOUNTANT & STORE KEEPER**

July-2011 to June-2013

**Knowledgeable of Tally ERP – 9 and Tally-7 version software**

Input of stock Transfer and Stock Item

Sales, Sales order, Ledger-A/c

Purchase, Purchase Order-LPO issue

Cash Transactions, Bank Transaction

Journal Entries & Invoices, stock register

**Duties and Responsibilities**

* *Sending and Receiving Emails*
* *Making Quotation and inquiries, Handling Customer Queries*
* *Attending Telephone Calls, Preparing Delivery order*

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* **R.M AGROTECH INDUSTRIES (Mo.9712954861/9926462391)**

**Siddhi Avenue Nr-Manmohan Bus Stand, Virat Nagar, A`BAD, Guj, India**

**MY POST AS A JR.ACCOUNTANT & STORE KEEPER (**November-2013 To Jan-2017)

**Duties and Responsibilities**

* *Preparing Document, Make Invoice,Checking Application Form*
* Data Entry,Admin Operator
* *Admin work – All Paper preparing Document in file & Attending Telephone Calls, Faxing, Sending and Receiving Emails*

Tally Erp 9 Software in work Accountant (Tally In put Data Entry)

# Everest Group Of Company (Hiral Distributor Ltd.)(Mbarara)(Uganda)

**(East Africa)(Reference – KartikBhai (Bidco Manager) Mo.+256752916456) – NiravBhai (MD.) Mo.+256759404025)**

**MY POST AS A JR.ACCOUNTANT & STORE KEEPER (Feb-2017 Up To 16-5-2019)**

**Knowledgeable of Tally ERP – 9 version software**

Input of stock Transfer and Stock Item, Purchase, Purchase Order-LPO issue

Sales, Sales order, Ledger-A/c,Cash Transactions, Bank Transaction,Journal Entries & Invoices, stock register

**Duties and Responsibilities**

* *Sotrekeeper work in wherehouse, Preparing Delivery order*
* *Preparation As Cash Book And Store Management*
* *Maintance of Company Logistics, Making Quotation and inquiries*
* *Attending Telephone Calls, Faxing. Sending and Receiving Emails,*
* *Handling Customer Queries, Cash Collection (clients)And Book kepping*
* **Dhristi Enterpris Ishanpur,Ahmedabad (15-6-19 Up To 31-10-2019)**
* *Making Invoice*
* *Preparing Delivery,Stock Counting*
* **Protiviti Global Pvt.Ltd.(contract to shell petrolpump)**

**Now I am working to here company as accountant,**

**My Post As A Jr.Accountant (Joing Dt.16-11-2019 Up to Now)**

**Duties and Responsibilities**

* *Preparing Document& Filling, Make Invoice,Checking Application Form*
* Data Entry-Tally Erp 9 Software in work Accountant (Tally In put Data Entry)

**D. PROFILE**

Place of Birth : Ahmedabad

Date Of Birth : 26-May 1988

Sex : Male

Civil Status : Single

Nationality : Indian

Religion : Hindu Kadva Patel

Height : 5’9”

Weight : 70kg

Hobby : Reading, Listening, playing Chess & cricket

**KIND ATTENTION: HR DEPARTMENT**

Dear Sir/Madam,

I would like to take this opportunity to submit my CV in your esteemed organization. I am hoping that my qualification and experiences will fit the requirement you looking for.

I am a good team player with the ability to adapt to situation fast and learn quickly in any environment. I have enclosed my personal curriculum vitae for your preliminary evaluation.

Looking forward to hear from you and discuss more about my particulars.

Thanking You.

Yours truly

Pankit P Desai