***PRAVINKUMAR A YADAV***

***Mobile: 9998521056 Email ID:*** [***pravin198045@gmail.com***](file:///C:\Users\Pravin\Downloads\pravin198045@gmail.com)

***Address: B-501 Shri Ram Kutir Near Swaminarayan flats Nava Naroda Ahmedabad-382330***

***CAREER OBJECTIVE***

To scale new heights to the firm exploiting my prominences to its pinnacle, alongside quenching my thirst of knowledge whilst imparting relentless attention and remaining devoted, determined, resourceful and loyal towards the work avenue.

***EXPERIENCE RECORD***

**Company : JUKI INDIA PRIVATE LIMITED**

**Duration : Since JUNE 2010 to till date**

**Designation: SR.EXECUTIVE ACCOUNTS & ADMIN**

Juki India Pvt. Ltd. is Japanese Company, manufacturer of Industrial Sewing Machine with HO IN BANGALORE & HQ in Japan.

**Synopsis of work handled:**

* MUMBAI AND AHMEDABAD BRANCH ACCOUNTS & ADMINISTRATION
* PREPARING GSTR1 & GSTR3B FOR FILLING, GSTR RETURN 8 BRANCHES AND SUBMITTING TO CONSULTANT FOR FINAL SUBMISSION
* MONTHLY GSTR2A RECONCILATION WITH BOOKS FOR INPUT TAX CREDIT
* MANAGING PETTY CASH MUMBAI & AHMEDABAD BRANCH
* PASSING AP ENTRIES WITH TDS
* PREPARING TDS AHMEDABAD & MUMBAI BRANCH FOR RETURN
* AR ENTRIES, E-INVOICING & GST E-WAY BILL
* SUBMITTING DOCUMENTS FOR CUSTOMS & DUTY PAYMENT
* PHYSICAL INVENTORY AUDIT & STOCK COUNT ON MONTHLY BASIS AHMEDABAD & MUMBAI BRANCH
* PREPARING REPORT & CORRECTION OF INVENTORY
* INCOMING PAYMENT ENTRIES & RECONCILIATION WITH INVOICES
* INTER BRANCH SALE
* MAINTENANCE OF BOOKS & RECORDS
* PREPARING & CALCULATING OVERTIME SHEET FOR DRIVER & WAREHOUSE STAFF
* ISSUE PURCHASE ORDER
* VENDOR MANAGEMENT & RECONCILATION
* HANDLING WITH VARIOUS AGENCIES FOR AMC’S
* PREPARING DRAFT FOR DEALERS AGREEMENT
* PREPARING DRAFT FOR LEASE AGREEMENT

**Company : DATA TECH COMPUTERS PVT. LTD.**

**Duration : APRIL ’08 TO JUNE’10**

**Designation: OFFICE ASST.**

**Looking forward into Tender Preparation, Tender Technical Details & Day to day office work to explore my skill & the relationship which I had developed from my tenure of IT experience. Datatech Computers Pvt. Ltd– One of the best name in the Industry – got an opportunity to serve for the esteem organization through which I can sharp my skill & career**

* PREPARING TENDERS
* ATTENDING OPENING OF TENDERS
* ADMIN OPERATIONS

1. PURCHASE OF OFFICE STATIONERY
2. PROCESSING PURCHASE ORDERS
3. MAINTING ATTNDANCE SHEET
4. SUBMISSION OF PROFESSIONAL TAX

* OTHER PERSONAL RELATED ACTIVITES LIKE MAINTING THE DATA & UPDATE ALL THE RECORDS IN PERSONNEL FILE OF EMPLOYEES, ISSUING OFFER LETTER & MAITAIN LIST OF CONTRACT BASE EMPLOYEES & PERMENANT EMPLOYEES.

## EDUCATION

# Diploma in Labour Law and Practices from Gujarat University 2011 with 55%.

* Post Graduation Diploma in Industrial Relation & Personnel Management from Rajendra Prasad University (Bhavans College) with 50%.
* Bachelor of Commerce from Gujarat University with 61%.

# HSC Commerce - G.S.E.B, Gandhinagar, Gujarat, 2004. With 77%

* SSC -G.S.E.B Gandhinagar Gujarat with 67%

***Additional Qualification***

* I have prepared a project report on **Training & Development in Dresser Rand.**
* I have computer knowledge along with **Internet and MICROSOFT OFFICE, SAP & Tally.**
* I Have Good knowledge of M.S**. Office, Excel Sheet, and Windows 98 /2007.**
* SAP BUSINESS ONE [CURRENTLY USING BELOW MODULS]

1. FINANCE
2. SALES A/R
3. INVENTORY
4. BANKING

**Personal Information**

Full Name : PRAVINKUMAR A YADAV

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Date of Birth : 20th August 1985

Hobbies : Music and Travelling

Languages known : English, Hindi, Gujarati

**Date: \_\_\_\_\_\_\_\_\_\_\_\_\_** **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Place: Ahmedabad** (PRAVIN A YADAV**)**