**CURRICULUM VITAE**

Pratik S. Vaghela

**Accounts Executive**

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**Career Objective**

**Key Responsibilities Handled**

Highly managerial skills want to implement for organizational growth and it should also provide me financial stability.

**Career Summary**

* A detail oriented and highly skilled in managing the things possesses rich experience of 4 years as Account Executive.
* Proficient in managing the documents.
* Expert in prioritizing the work.
* Excellence in providing comprehensive secretarial and administrative support to colleagues.
* Proficient in executing the programs using the limited resources.
* Expert in assisting the seniors and manage the routine daily organization life.

**Personal Qualities**

* An enthusiastic person who performs all office tasks to the highest standard and within given timescales.
* Excellent communication skills in written and verbal both.
* Good telephone manner and client interface skills.

**Computer Knowledge**

* Proficient in basic use of computer
* Internet savvy.
* MS Office & Tally ERP9, Tally Prime any Software like that.
* Responsible for all aspects of the day to day running of the filing, copying, report writing, Sales and Purchase invoicing jobs.
* Responsible to handle the telephone enquiries.
* Make daily work plan of seniors with proper timing.
* Worked for Book Keeping, Accounting, Bank Reconciliation, E-invoicing and E-way Billing.
* Maintaining & Filing Statutory compliance as PF, ESIC & PT etc.
* Manage the daily incoming of the customers.
* Manage the documents in proper way.
* Handle all the other responsibilities related to the job.
* Evaluating orders, Negotiating Contracts and prepare reports.
* Create and maintain good relation with supplier to ensure merchandise is high quality and deliver on time.
* Purchase goods with sufficient lead time to prevent material delay/shortages.

**Achievements**

* Get appreciation many times for the quality Work.

**Employers**

* Worked as an Office assistant cum accountant at Femina Instruments Pvt. Ltd. from September 2016 - May 2019.
* Worked as an Account Executive at Krishna Creation from May 2019 – October 2019.
* Worked as an Accounts cum Purchase Executive at Impacton Technologies from October 2019 – Jan 2022.
* Working as a Junior Accounts Executive at Siddhi Vinayak Enterprise from Jan 2022 – Ongoing

**Academic**

* Diploma Mechanical (ME)

**Personal Details**

**Date of birth –** 24/08/1998

**Languages Known -** Hindi, English, Gujarati

**Address –** 99, Ramwadi Vibhag – 1, B\h AMC Water Tank, Nr. Rajdhani Bunglows, Isanpur, Ahmedabad - 382443