Mineshkumar Ashwinkumar Gor

Mahadevpura Vas, At & Post : Isand, Taluka : Kalol, District : Gandhinagar – 382721

Mobile : +91-9601137017

Email : gorminesh.168@rediffmail.com



***Seeking a position in accounting to utilize my knowledge gained from experience and education in the field***



HIGHLIGHTS

 **Detail-oriented, efficient and organized professional with 10 years of experience in Excise and Import Export.**

CORE COMPETENCIES

* **Excise (Expert Level)**
* **Import And Export (Expert Level)**
* **Cash Handling and General Administration**

EMPLOYMENT SCAN

Present Employer

* **Shreenathji Rasayan Pvt Ltd. Rajpur (Chhatral) Kalol Since 01st April 2010 to onwards**

**(Assistant Commercial Manager)**

**To Handle Excise Department up to final procedure include audit data, Poison and Prohibition Work and Cash Management Independent**

Previous Work Experience

* **M/s Meta Build Hardware Mfg. Co. (100% EOU) Odhav, Ahmedabad**

**(Excise Assistant)**

**To Handle Excise Department up to final procedure data and import Export Procedure, Documentation**

* **M/s Indocem (India) Pvt. Ltd. GIDC, Chhatral**

**(Excise Assistant)**

**To Handle Excise Department up to final procedure**

* **M/s Fine Care Bio Systems (100% EOU) At-Dantali, Taluka : Kalol, District : Gandhinagar**

**(Excise Assistant)**

**To Handle Excise Department up to final procedure**

* **M/s Sunpack Barrier Films Pvt. Ltd. At-Chhatral, Dist : Gandhinagar**

**(Excise Assistant cum Accounts Assistant)**

**To Handle Excise Department up to final procedure and General Accounts**

SCHOLOSTICS & PERSONAL DETAILS

* **Did B.Com in the year 1991 from North Gujarat University Patan with 2nd Class**

COMPUTER PROFICIENCY DETAILS

* **M. S. Office, Tally9.ERP, Office Based Software’s, Internet Related Operations, E-filling**

EARNING DETAILS

* **Present Earning : Rs 18000/- Per Month + Medical Insurance and other benefits as per company policy**
* **Expected Earning : Negotiable**

PERSONAL DETAILS

* **Date of Birth : 28th July 1968**
* **Father’s Name : Ashvinkumar Gor**
* **Marital Status : Married**
* **Languages Known : English, Hindi & Gujarati**

**I hereby assure you that all the information provided by me is true to the best of my knowledge and belief.**

**(Mineshkumar Gor)**

Mineshkumar Ashwinkumar Gor

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**TO**

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**SUB:- APPLICATION FOR THE POST OF \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**RESPECTED :- SIR**

**This has reference to your inquiry for above post. I took this opportunity to look forward my candidature.**

**Herewith, I am submitting my detailed resume that represents my educational and span of experience in chronological order.**

**I do hope that attached resume sheet would work as a detailed resume personal grate for your kind consideration.**

**Anticipating favorable reply from your end.**

**Thanking You,**

**Yours Faithfully,**

**(Mineshkumar A.Gor)**

**Encl :- Resume**