CURRICLUM VITAE

Mukesh Kumar Suthar

Shivnarayan House, Relief Road , Ahmedabad.380001

mmistry051@gmail.com

8905633144

CAREER OBJECTIVE:

To curve nice in my working field through my work and talent and achieved a higher position in my work field.

ACADEMIC QUALIFICATION:

* SSC Passed in Raj. Board 2010
* HSC Passed in Raj. Board 2013
* B.COM Completed.

PROFESSIONAL COURSE:

* Completed CCAT (Certified Corporate Accounting Training) Course from a CA's Institution.
* Acquired Skills: Double entry Accounting, Banking Transaction and Reconciliation, Taxation (GST, TDS & INCOME TAX ) working knowledge of other.
* Tally ERP 9, Ms Excel & Internet surfing.

EXPERIENCE:

* 1 Year Experience In Accountant in Hitesh Electric Company. 05/06/2018 to til date.
* 2 Year Experience in Counter Sales Executive in Shopper Stop Pvt Ltd. 11/05/2016 to 31/05/2018.

Responsibility

\* Greet and direct customers \* Provide accurateinformation(e.g.product features, pricing and after-sales services)

\* Answer customers’ questions about specific products/services

\* Conduct price and feature comparisons to facilitate purchasing

\* Ensure racks are fully stocked

\* Manage returns of merchandise

\* Coordinate with the Retail Sales Representatives team to provide excellent customer service (especially during peak times)

\* Inform customers about discounts and special offers

\* Provide customer feedback to the Store Manager

PERSONAL PROFILE:

* Father’s Name : Jetha Ram Suthar
* Mother’s Name : Jaravi Ben
* Date of Birth : 01/12/1992
* Nationality : Indian
* Religion : Hindu
* Sex : Male
* Language : Hindi, Gujarati & English
* Hobbies : Listening Music

DECLARATION:

I hereby assure that all the above information provides by me is true of best of my knowledge and belief and if I get chance, I will do my best in the interest of the organization.

Date:

Place: (Mukesh Kumar Suthar)