***Darshan H. Soni***

*A/403 Karma bhumi society,* Canal road, Palanpur Jakatnaka, Adajan, surat-09 [004sony@gmail.com](mailto:004sony@gmail.com)

*+91 74050 64108*

# *PERSONAL STATEMENT :*

*Having polite nature and have ability to do hardwork. Seeking a position where* experience will be further developed and utilized***.***

# *JOB TITLE :*

* *Company Name - CRM Business services (Smartway Pharmaceutical Ltd, London)*

*Location - surat*

*Dates of Employment - July 2016.*

# *JOB ROLE :*

* *Handling all data of Purchase stock & data analysis*
* *In-Charge of stock checking on paper as well as of Creating Purchase Orders,claimnote & purchase return order.*
* *Manage making Invoices and Claims.*
* *Online Ordering of medicine* ***EXPERIENCE :***
  + *Vipul kothari & co. ( Chartered accountant ) Vijay cross road, Ahmedabad, Gujarat.*

*As a accountant.*

*From : January 2016 to june 2016*

* + *CRM Business services As a office assistant*

*From : July 2016 to Pursuing* ***KEY ACHIEVEMENTS :***

* + *Joining company as a data entry operator and now working as a data in- charge officer. Achieved rapid growth on work as well as remuneration.*

# *ACADEMIC QUALIFICATION :*

* + *Bachlor of Commerce (B.COM) from C.U.shah Commerce College Ahmedabad. In the year 2016 with 53% of marks.*
  + *CA - Common Proficiency Test (CPT)* ***KNOWLEDGE :***

*Have sound Knowledge of* ***Microsoft dynamic NAV****, MS Excel in Vlook Up, Pivot* Table, Conditional Formatting, Data Formulas.

*Regards,* Darshan soni.