

Dhruval Hiteshbhai Radhanpura

Mobile: 9558765221

Email id: dhruvalsn@gmail.com

Address: Viramgam, Ahmadabad

Objective

I can improve my skill in Graphic designing, Video editing and being best Designer then make my own office.

Education

- **B.COM - Gujarat University**
 - Shree Narayana Cultural mission, Ahmedabad
- **12th- HSC Board**
 - BAPS Vidhya Mandir, Anand
- **10th-SSC Board**
 - Anand Primary School, Viramgam

Languague

- ❖ **Gujarati:** Native
- ❖ **Hindi:** Intermediate
- ❖ **English:** Beginner

Skills

- 1) Know about Pharmacloud Software
- 2) Team work
- 3) Communication Skill
- 4) Take any speech any topic with advance preparation
- 5) Basic Computer Knowledge (EXCEL, MS WORD, PPT)

Experience

Sales Applicants

Elastic run, Viramgam

August/2021-October-2023

- Convience to holselar purchase in bulk our products
- Solving a delivery problems
- Solving to problem of shop owner
- Make Good relationship to shop owner

- Finish the targets

Account Executive

**Cremon Cosmetics Pvt Ltd,
Sanand GIDC**

December/2023- Present

- Purchase Bills Booking
- Expence Bills Booking
- Petty Cash Handling and make vouchers
- Cleaning & Settlement of Travelling Expence and staff employees
- Manage vendor issue (GRN & Stock update)
- Documentation (verify documents and filing in proper files)
- Manage attendance of staff & Worker

Achievements

- Course of Computer Concepts
Institute: ITCT Computer Education

Hobby

- | | | |
|-----------------------------------|---------------------------------------|------------------|
| ▪ Photography | ▪ Traveling | ▪ Listening Song |
| ▪ Designing | ▪ Trekking | |
| ▪ Playing cricket &
volleyball | ▪ Watching Mystery &
Action movies | |