

Resume

SUDHIR R. PAREKH

H-214, Kamla Park Complex,

Mobile No.9898975811

Tarsali- SomaTalav Road,

E-mail: sudhirparekh68@yahoo.co.in

Dist. Baroda, Gujarat

OBJECTIVES

To have an opportunity that certainly provides more satisfaction and is rewarding in coherence with the efforts put in, in order to achieve organizational goals.

PERSONAL PROFILE

Name : Sudhir R. Parekh

Birth Date : 13/07/1967

Marital Status : Married

Nationality : Indian

Languages Known : Gujarati, Hindi & English.

Address : H-214, Kamala Park, Tarsali- SomaTalav Road, VADODARA.

ACADEMIC PROFILE

- ⇒ **H.S.C.** passed from Gujarat Sec. Edu. Board, Gandhi agar.
 - ⇒ **B.Com** from Gujarat University.
 - ⇒ **Industrial-Purchasing & Material Management** passed from M.S. Uni. Vadodara.
 - ⇒ **Diploma in Import-Export Management** passed from the Indian Institute of Export. Vadodara.
 - ⇒ **Diploma in Computer Accounting (TALLY).**
-

COMPUTER KNOWLEDGE

- ⇒ Knowledge of MS Office, Word, Excel, ERP Software & Internet SAP.

LEISURE ACTIVITIES

- ⇒ Making New Friends, Music, Reading, Playing Cricket, like journey at new places.

WORK EXPERIENCE

Presently I am working with " **Suman Udyog Pvt. Ltd.**" At. – Por-Ramangamdi, Vadodara. As "**Sr.Accountant**" since Oct 2014 to till Date.... (Sister Concern of Sujan Impex Pvt. Ltd)

I have worked with **NAVYUG ISPAT UDYOG**, At. Khandiwada and Ta. Waghodia as a "**Accountant**" since July 2008 to Sep-2014.

⇒ **Company Profile** Navyug Ispat Udyog us an ISO 9001 Certified company that manufactures Sheet Metal Component, Welded Assembly, S.S. & M.S. Sugar Filter, S.S. Tank, Belt, Conveyor, S.S. Vessels, S.S. Clarifiers & Plant Shed Structure & most export jobs.

PREVIOUS WORK EXPERIENCES

I have worked with **M/s. Geetanjali Woolens Pvt. Ltd.** At. Halol, Village: Ghansar Muvadi, as a in **from** Jan-1998 to Dec-2007.

Company Profile:- Mfg. of Shoddy Woolens Yarn Blankets in ISO 9001-2000 Certify G.M.P. Organization with ERP Approval Company & others product in E.O.U. Units.)

JOB RESPONSIBILITIES

ACTIVITIS:

We have looking for all that activities Account Connected GSTR-1 & GSTR-3B books, tax verify Monthly and Early, Audit Internal Audit External Audit income tax, professional Tax, All related GST Works as Per monthly & annually Bank statement, Bank reconciliation, Debit & Credit voucher, Prepare Sales Bills, Purchase Entry, E way Bills, Cash & Credit card Entry, Patty Cash, NEFT, RTGS, Day to Day all activity, TDS, Reverse charges, like Vouchers, Bank Guaranty, L.C. Assets, Audit Internal Audit External Audit, MIS Reports, Balance Sheet, Audit Query, Monitoring of Cash Flow checking for that pay roll, cash Collections, Cash disbursement, PAYMENTS TO SUPPLIERS AND CONTRACTORS, and keeping to track of all purchase orders for that have been placed to that customer,

Transporter gate pass, Export Document of bee Bill of Leading, and all activities of 100 % Export Oriented Unit Concern. inventory carrying cost for engineering stock for RM, Capital goods, consumable goods, and as per our job informing for production planning for job in programming maintain to the finished jobs related monitoring with arrange & average costs track in gland vendor developing with consideration. Vendor job bills and customer outstanding payment collect. And arrange for contractor balance statement.

We have knowledge for all related engineering items for production and maintenance dept. Indigenous and imported purchase of factory requirement for different dept. from local Market & Out of station. Companies require for suitable items with suitable rate with comparing to items from different places or anywhere in India.

DEMONSTRATION ABILITIES

Able to the all work in any challenging atmosphere adaptive & flexible Co-ordination with other dept. as per needs, availability out effecting production at the factory as possible.

Present:

Accepted Salary:

Date: -

Place: - **VADODARA.**

(SUDHIR R. PAREKH)