

CURRICULUM VITAE

Ganesh A Mala

■ : 9819895325

E-Mail-ganeshmala1986@gmail.com

CAREER OBJECTIVE

Want to be a part of an esteemed organization and give my best efforts towards achieving the goals desired in the field through hard work and dedication, thereby attaining remarkable position.

ACADEMIC QUALIFICATION

Examination	Board / University	Year of Passing	Class
F.Y B.COM	Karnataka	May-2013	Second class
S.S.C	Mumbai	July – 2006	Second class
Diploma	Mumbai	July-2013	Second class

COMPUTER LITERACY

- Has Completed MS-Office from ICA Computer Institute include Ms-Word, Ms-Excel, Ms-Outlook, and Internet Surfing
- Diploma in computer hardware & Networking in Kohinoor Technical Institute From 2012

Computer Skills

Operating systems: MS DOS, Windows 98 & Windows XP Win-7 2003 Server

Others: Internet Surfing

Applications: MS-Excels

Working Experience 14 Years

Company Name : Darshan Dairy (A Unit Of Gujrat Milk Product Ltd.)

Job Profile:

- Monthly Physical Cash Verification.
- Checking Petty Cash Vouchers.
- Cashier in National Dairy 2 Years Knowledge 2005-2007
- Preparing Invoice and challan of material in given format.
- Maintain Record of material in given format.
- Follow up debtors for the payment.
- Send bill To debtors with Proper supporting.
- Check Monthly Reconciliation Bank vs. Monthly sale
- Reporting to Accounts Manager.

- Prepare document for audit query.
- Send Remainder Mail For debtors about payment.

Additional Skills

Performed hardware and software installation.

Managed printer operations.

Performed preventative maintenance on PC's and peripherals.

PERSONAL MEMORANDA

- ❖ **Date of Birth** : 03rd Dec, 1984
- ❖ **Marital Status** : married.
- ❖ **Religion** : Hindu.
- ❖ **Address** : Flat no.109 new sra building Sanjay Gandhi Nagar
Kalimatha Seva Sangh,
Near B.M.C hospital Caves Road Jogeshwari East
Mumbai: 400 060.
- ❖ **Nationality** : Indian.
- ❖ **Languages Known** : Marathi Hindi Telugu & English.
- ❖ **Favorite Pursuit** : Traveling, Reading.

Place : Mumbai

Date :

(Ganesh A Mala.)