

RESUME

VISHAL B KOLI

ACCOUNT EXECUTIVE

CONTACT

— 7043541771
✉ Kolivishal7043@gmail.com
📍 VAPI GUJRAT - 396191

SKILLS

Honesty
Positive Attitude
Self Confidence
Problem Solving
Leadership

EDUCATION

S.S.C
Gujrat Board
2014
Mark Obtained 50%

H.S.C
Gujrat Board
2016
Mark Obtained 54%

B.COM (Bachelor of Commerce)
Vnsgu Univercity Surat
2022
Mark Obtained 54%

M.B.A (Master of Business
Administration)
Dr.Dy Patil Vidyapith Univercity Pune
2022
Pursuing

OTHER QUALIFICATION

CCC,Basic knowledge of computer
Tally ERP 9.0
Tally Prime

OBJECTIVE

A highly organized and hardworking individual looking for a responsible position to gain practical experience

WORK EXPERIENCE

- Pranshul Packaging ,Somnath Daman

ACCOUNT ASSISTANT

- 1 Year work experiance in account assistant
- Purchase entry & making sales invoice & generate e-way bills
- Bookkeeping
- Maintain stock

WORK EXPERIENCE

- Shreepad Packers ,GIDC Vapi

JUNIOR ACCOUNTANT

- 08 Month work experiance in Jr accountant
- Purchase entry & making sales invoice & generate e-way bills
- Making reports in excel
- Bank reconciled and recorded general ledger entries
- Maintain stocks
- Verifying incoming raw material with bills
- Dispatch materials

WORK EXPERIENCE

- Welset Plast Extrusions Pvt Ltd , Dadra D &NH - 396230

ACCOUNTANT & EXECUTIVE STORE & COMMERCIAL

- Now Currently i am working in this organizations
- Maintained all accounting records & files
- Making GRN (Goods Receipt notes)
- Making entries of raw material & stock transfer
- Making entries of non-raw material & packing material
- Maintain stock
- Making entries of debit note & credit note
- Making sales invoice & generate e-way bills
- Proficient with ms office,excel,outlook and internet resources
- Maintaining timely and accurate account reconciliaton
- Passing Service Entries in Factory Journal
- Factory Expenses,Transport Exp, Rent, Repair & maintenance etc.

LANGUAGES

Marathi

Hindi

English

Gujrati

HOBBIES

Playing cricket

Listening music

Watching movies

PERSONAL PROFILE

- | | |
|------------------|---------------------------|
| • Name | Vishal Bharat Koli |
| • Father Name | Bharat Eknath Koli |
| • Gender | Male |
| • Date of birth | 27 November 1998 |
| • Marital status | Unmarried |
| • Nationality | Indian |
| • Religion | Hindu |

DECLARATION

- I confirm that the information provide by me is true to best of my knowledge and belief
- I hope you will give me the opportunity to be interviewed and i promise that i willnever let you down.

Date

Place - Vapi

Thanks & Regards

VISHAL B. KOLI