

## CIRRICULUM VITAE

**PANKAJ KUMAR SETHIYA**  
Subhash Colony  
Ramganjmandi - 326519  
Distt. - Kota, (Rajasthan)  
E-mail : pankaj.sethiya2@gmail.com  
Cell: 09214484123



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### CAREER OBJECTIVE

Learn from every experience, understanding and implementing the feasible and best solutions in my work. Achievement of personal and professional goals in my final objective in life.

### **Working Experience:**

#### **1) Noon Hospital and Research Centre BhawaniMandi (Raj.)**

**Designation:-** Asst. Accountant

**Duration :-** April 2016 to Nov. 2016

**Job Profile :-**

- 1.Cash collection from Pharmacy & OPD/IPD.
- 2.Cash & Cheque deposited Bank & other Bank related work.
- 3.Purchase & Sales Bills Other Journal Entries Entry in Tally.
- 4.Making Payment Vouchers & Invoice.
5. Preparation of Party payment Cheque.
- 6.Preparation of MIS Report to sending Higher Authority.

#### **2) Cheer Sagar , Jaipur (Raj.)**

**(A Garment mfg. & Export Company)**

**Designation:-** Assistant (Fabric Deptt.)

**Duration :-** Jan. 2019 to Jan. 2020

**Job Profile :-**

- 1.Making Fabric Inward entries in ERP from invoice.
- 2.Bill passing for making payment to Accounts Deptt.
- 3.Prepare fabric checking report.
- 4.Making PO & Fabric Outward Challan in ERP Software.
- 5.Prepare fabric debit & Credit note in ERP for shrinkage & Other mistake in fabric process & reprocess or gray fabric.

#### **3) Pbm Polytex Ltd. , Petlad, Distt.-Anand (Gujarat)**

**(A Cotton Yarn mfg. & Export Company)**

**Designation:-** Office Assistant (Cotton/Sales Deptt.)

**Duration :-** Nov. 2021 to July 2022

**Job Profile :-** 1.Cotton truck passing & making GI in the booklet.

- 2.Cotton truck entry on weigh bridge & Print bridge sleep.
- 3.Cotton Purchase Bills Checking & entry in RMC Register.
- 4.Cotton inward entry in ERP from bills or invoice.
- 5.Cotton waste detail collect from factory or production.
- 6.Cotton waste entry in register and ERP.
- 7.Generate and prepare cotton waste/received report.  
or MIS report for sending head office.
- 8.Sales advice entry in sales sauda register.

**4) Singhal Industries Pvt. Ltd., Ahmedabad (Gujarat)**  
**(A Polybag & PPE mfg. & Export Company)**

**Designation:-** Office Assistant (Accounts)

**Duration :-** Jan. 2023 to Feb. 2023

**Job Profile :-** 1. Accounts Cum Audit (Internal Auditor).

**EDUCATIONAL QUALIFICATION :-**

COURSES / CLASS	SCHOOL / COLLEGE	BOARD / UNIVERCITY	YEAR	MARKS %
8 <sup>th</sup>	Govt. Sr. Sec. School , R.mandi	Kota Diet Board, Kota	2003	69.83
10 <sup>th</sup>	Govt. Sr. Sec. School , Ramganjmandi	Board Of Sec. Edu. Ajmer (Raj.)	2005	53.33
12 <sup>th</sup>	Govt. Sr. Sec. School, Ramganjmandi	Board of Sec. Educ. Ajmer (Raj.)	2007	58.00
B.COM	Govt. College Ramganjmandi	Univercity of Kota, Kota	2010	53.94
M.COM(ABST)	Govt. Commerce College, Kota	Univercity of Kota, Kota	2012	58.33

**Certifications:**

RS-CIT By68 % From Vardhman Mahaveer Open University , Kota  
(I know Hindi & English typing also)

**PERSONAL INFORMATION**

Date of Birth: 2 sep. 1989  
Father's name: Mr. Kishor kumar sethiya  
Residential Address: Subhash Colony ,  
Kherabad Road,  
Ramganjmandi-326519, Distt. Kota (Raj)  
Gender: Male  
Marital Status: Single.  
Languages Known: English, Hindi.  
Hobbies: Playing & Dancing when need to present

## **REFERENCES**

I hereby declare that all information provided is true and if provided a chance of work, I will work with my all capabilities.

**Place:**

**Date:**

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**Pankaj Kumar Sethiya**