

Bhupendrasinh Balvantsinh Parmar.
B-37,Om Society , Bh Mothers school,
Near Jalaram Nagar, Vasna Gotri Road,
Vadodara – 390007. Gujarat.

bhupabhaylu@gmail.com

Mo. No. +91 8460520752.



OBJECTIVE

To obtain a position that will enable me to use my strong organizational skills, educational background, and ability to work well with people.

Working experienced

1) Name of company & : CHEMCO PLASTIC INDUSTRIES PVT. LTD.

address. (Present). Plot no. 32/33, Savli Industries Estate,
Survey No. 188 P & 189 P ,
G.I.D.C. Savli (Alindra)
Vadodara – 391775
Phone : 02667-293432 / 33

Company Profile : Chemco Plastic Indus. Pvt. Ltd. is the only company in india offering bottles & jars of various sizes & shapes ranging from 15ml to 25000ml which covers all your requirement of jars & performs are available under one roof.

It is one of the leading manu. PET performs in Asia.

Designation : “ACCOUNT & LEGAL EXECUTIVE”

(I am working with in “Chemco plastic Industries pvt. ltd.” From - 28.08.2012 to Present as a “ACCOUNT & LEGAL EXECUTIVE”)

2) Name of Company : Solar Marketing Solutions. .

Address. - **986/7**
DIAMOND Park ,
GIDC, MAKARPURA ,
VADODARA 390010.

Company Profile : All types of Lub trading.

Designation : ACCOUNT ASSISTANT

WORK EXPERIANCE : 3 Years (2009 to April 2012)

WORK SUMMARY :

Account Work :

1. Invoicing in SAP
2. Purchase Invoice booking.
3. Petty Cash voucher entry
4. GRN Entry in SAP (MIGO & MIRO)
5. Service Invoice book in SAP
6. Daily Report

Legal Work :

1. Compliance of Government Office.
2. Companies Under Factory Act & Labor Law.
3. Industrial Relation.
4. Prepare Affidavit & Agreement
5. Lease Agreement , Sale Deed, Property Search Report.
6. Electricity New Connection, New Property Corporation Work.
7. Power of Attorney , Marriage Registration,
8. Legal Notice, Will, Government Legal Paper work, Mortgage Deed.

EDUCATION QUALIFICATION

Course	Institute/College/School	University/Board	Percentage	Year of Passing
S.S.C.	G.S.E.B.	G.S.E.B.	68%	2001
H.S.C	G.H.S.E.B.	G.H.S.E.B.	64%	2003
B.Com	M. S University Of Baroda	University	42%	2007
Industrial Purchase & Material Management	M. S University Of Baroda	University	66%	2010
Export & Import Management	M. S University Of Baroda	University	70%	2011
LLB	M. S University Of Baroda	University	65%	2021

Computer Skills

- Ms office Basic, Excell , Power Point
- Internet
- Tally ERP 9:9000
- SAP

PERSONAL DETAILS

Gender: Male.

D.O.B.: 04-March-1986.

Marital status: Married.

Nationality: Indian

Father's Name: Mr. Balvantsinh. B. Parmar.

Language known: English, Hindi, Gujarati.

Hobbies: Travelling, listening music.

Permanent Address: B-37, Om Society, B/H Mother's School, Nr Jalaram Nagar, Gotri Road, VAdoara 390007.

Permanent contact No. : 8460520752

EMAIL ID : bhupabhaylu@gmail.com

DECLARATION

I hereby declare that the above written particulars are true to the best of my knowledge and belief.

Name – **Bhupendrasinh B Parmar.**