
BEENA HARDIK PANCHAL

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SUMMARY

Current Location : Dabhsa Vadodara (Gujarat)
Last Employer : **PRIMA HI TECH EQUIPMENT PVT LTD**
Last Designation : H.R Admin Executive &
Accountant Assistant
Basic Qualification : Bachelor of Commerce from Mumbai University
Years of Experience : **13+** Year
Availability for Interview : Via Phone \ on Location

CAREER GOAL

To work in a creative and challenging environment where I could constantly learn and successfully deliver solutions to problems in pursuit of perfection.

EXPERIENCE & SKILLED

- Having 13 Years of experience in billing operator through software , stock maintenance , bank reconciliation , doing Generate Payroll ,Prepare letter of Employee, Handle H.R Keka Software, Labor ACT Canteen Management, Handle online B2B Inquiry t etc

ACADEMIC BACKGROUND

- # Mumbai University – Nagindas Khandwala College of Commerce – Malad West,
Bachelors of Commerce
Passed with 62 % (First Class) – April 2010
- # Mumbai Board
Higher School Certificate (H.S.C) – Feb 2007
Passed with 61.67 % (First Class)- Nagindas Khandwala College of Commerce – Malad West,
- # Mumbai Board
Secondary School Certificate (S.S.C) – March 2005
Passed with 70 % (First Class)

AN ORGANIZATION SHOULD PICK ME FOR:-

K = KNOWLEDGE

A = ABILITY

S = SKILLS

D = DEDICATION

H = HARDWORK

P = POSITIVE ATTITUDE

WORK-EXPERIENCE

- **Shreeji systems – Boriwali MUMBAI**
Designation; - Account Assistant Profile - Profile -Main work was on software for billing, stock maintain, stock tally, to book order of customer via call billing, Year 2007 – 2008
- **Panjwani Enterprises – Goregoan MUMBAI**
Designation; - Account Assistant
Profile -Main work was on software for billing, stock maintain, stock tally, to book order of customer via call. Year 2008 – 2010
- **Keyur Enterprises – Kandivali MUMBAI**
Designation; - Account Assistant
Profile- Main work was on software for billing, stock maintain, stock tally, to book order of customer via call. Year 2010 – 2011
- **Sachin Chemicals – Kandivali MUMBAI**
Designation; - Finance Assistant Controller
Profile- Payment follow-up, email to customer, C-form, F-form, E-form follows up from customer, Delay payment co-ordination, Data entry.
Year 2011 - 2015
- **Shree Parantap Institute of CNC Programming-GIDC MAKARPURA Vadodara**
Designation – Accountant
Profile – Payment Entry, Voucher Entry, Bank Reconciliation, Calling, Maintain Register, Payment Follow Up, Counseling, Documentation Part, Billing Etc
Year -2020-2022
- **PRIMA HI TECH EQUIPMENT PVT LTD-DABHSA PADRA VADODARA**
Designation –Hr. Admin Executive
Profile – Document Inward /Outwards, Mail Forwarding , Prepare letter of Employee, Labor Factory Act Such as labor LWF, Employment PF,ESIC other License, Factory Audit & Mandatory Requirement , Maintain Stock of Consumable item and Stationary & Canteen ,Security, Road Transportation , Manpower & housekeeping Management at Plant level ETC.
Year –Present Still Working

PERSONAL DETAILS

Name: Mr. BEENA HARDIK PANCHAL

Sex: Female

Date of Birth: 24th Nov 1988

Place of Birth: Mumbai (Maharashtra)

Marital Status:-Married

Children: Son & Daughter

Nationality: Indian

Address – C-103 Arya Elegance Behing Shagun Party Plot Bill Road Vadodara -391410

DECLARATION

I hereby declare that all the information given above is true and I hold the responsibility of its authenticity.

Date:

Place : Vadodara

Signature

BEENA HARDIK PANCHAL