

CURRICULUM VITAE

BHARAT.N.ROHIT

AT/PO: KARAMBELIGAAM VIA-
BHILAD, ROHIT FALIYA, TA:
UMARGAMM, DI: VALSAD
CELL NO: 9574990696, 8160335773
Email Id —bharatrohit31@gmail.com

OBJECTIVE

To utilize and explore my abilities for the Organizational growth which offer challenges, opportunities and motivation.

PROFESSIONAL SYNOPSIS

Working with **HEMANT ENTERPRISE, (SHELL INDIA MARKETS PVT .LTD.)** (Shell Oil Distributors) 1ST PHASE, GIDC, VAPI, from Jan, 2013 to 31 Dec, 2018 in **Accounts Department**.

Currently Working in **OM PIPE TRADERS** in Vapi Post of **Accountant** handle Easy Software and Tally Erp 9. Since, Feb 2019 till Date.

OTHER EXPERIENCE

- To make challan and Invoice and dispatch activities, (GENERAL ACCOUNTING and OFFICE ASSISTANT) **OM TRADING, VAPI** From Dec-2009 to June 2011.
- To make Cheques and Accounting Vouchers — Debit & Credit Vouchers, Journal Vouchers in Tally ERP9 in **HINDCO BROTHERS, GIDC, VAPI**. From June 2011 to Dec 2012.
- To handle in computer also part time job in **DARSHAN MARKETING ,VAPI** as a **COMPUTER OPERATOR** as to sent EMAIL, prepare sent Quotation, hard work in MS EXCEL, MS WORD and follow up FORM 'C'.

SKILLS AND ABILITIES

- Basic all knowledge in Tally.ERP9 General Accounting
- Good Communication Skills in computer.
- Knowledge of basic Tally ERP9 in maintains Accounting GST Sale-Purchase Invoice and handles to prepare GST E-WAY BILL.
- To prepare payment —Receipt Chq entry and also bank Tally /Reconciliation in Tally Erp 9 .
- Also handle with Sale-Purchase Filing, ledger books and maintain manually stock of material also.
- To crate Party sent Quotation, E-mails Follow up some marketing related query to be handled.
- To also known systems of computer to work in MS OFFICE.
- Ability to create and maintain relation. Having ability to confidently work with Multi- disciplinary team without fear and confusion.

POST LIKE AS A:

- Accountant Assistant
- Computer Operator

HOBBY LIKE AS:

- Literature, New Technology, Science, new books, New Events, make personality and new activities etc.

PERSONAL INFO.

Full Name : Bharat.N.Rohit
Father's Name : Naranbhai.Haribhai.Rohit
Permanent Address : AT/PO: KARAMBELIGAAM
VIA-BHILAD, ROHIT FALIYA, TA:
UMARGAMM, DI: VALSAD

Date of Birth : Oct 12, 1983
Sex : Male
Marital Status : Married
Contact No. : 9574990696, 8160335773
Nationality : Indian
Language Known : Hindi, English & Gujarati
Present Salary : 2.4 P.A.
Expected Salary : Negotiable

EDUCATIONAL QUALICATION:

- Passed **S.S.C** from G.S.E.B, Ghandhinagar **51.86%** marks.
- Passed **H.S.C** from G.S.E.B, Ghandhinagar obtained **62%** marks.
- Passed **B.A** from South Gujarat University, Surat obtained **52.70%** marks
- Passed **M.A** from South Gujarat University, Surat Obtained **53.70 %** marks
- Passed **Computer Operator** of **DOEACC**, CCC exam Grade 'c' April 2007

COMPUTER PROFICIENCY

- Good Skill knowledge: - Ms office ,Software Programe.
- Internet tools. Browser
- Basic hardware tools, computer tools

DECLARATION : -

I hereby declare that the Particulars mentioned in this resume are true to best of my knowledge and belief.

Place: Karambeli
Dist: Valsad

(BHARAT N ROHIT)

