

Dhavalkumar Desai

Sr. Clerk - M/s. CS Specialty Chemicals Pvt. Ltd

VALSAD, GUJARAT, 396195, IN

dhavalkumardesai8_w7d@indeedemail.com

+91-7575080900

Work Experience

Sr. Clerk

M/s. CS Specialty Chemicals Pvt. Ltd - Vapi, Gujarat

February 2006 to Present

Maintaining of work

- Maintain Attendance Register of company and all other contractors.
- Maintain leave Registers of company and Contractors.
- Salary sheet maintain of all staff & workers and contract workers with payroll programme.
- Checks and verifies labour bills.
- Maintaining all books of factories act and contract labour act.
- I also handling petty cash of the company.
- Recruit manpower also in company.
- Perform other duties as assigned

CURRENT SALARY

28,500/- PER MONTH

DECLARATION

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

Thanking you, DHAVAL H DESAI

Education

B.COM

VEER NARMAD SOUTH GUJARAT UNIVERSITY - Surat, Gujarat

2005

Secondary School Examination in GSHSEB

R.G.A.S. HIGH SCHOOL - Vapi, Gujarat

2002

Secondary School Examination in GSEB

R.G.A.S. HIGH SCHOOL - Vapi, Gujarat

2000

Skills / IT Skills

- TEAM PLAYER

Additional Information

PERSONAL SKILLS

- Positive Attitude
- Skilful & Supportive
- Good Leadership Qualities
- Eager to learn & contribute
- Good Communication Skills
- Flexible Team Player