

Darshan H. Soni

A/403 Karma bhumi society,
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PERSONAL STATEMENT :

Having polite nature and have ability to do hardwork. Seeking a position where experience will be further developed and utilized.

JOB TITLE :

- Company Name - CRM Business services (Smartway Pharmaceutical Ltd, London)
Location - surat
Dates of Employment - July 2016.

JOB ROLE :

- Handling all data of Purchase stock & data analysis
- In-Charge of stock checking on paper as well as of Creating Purchase Orders, claimnote & purchase return order.
- Manage making Invoices and Claims.
- Online Ordering of medicine

EXPERIENCE :

- Vipul kothari & co. (Chartered accountant)
Vijay cross road, Ahmedabad, Gujarat.
As a accountant.
From : January 2016 to june 2016
- CRM Business services
As a office assistant
From : July 2016 to Pursuing

KEY ACHIEVEMENTS :

- Joining company as a data entry operator and now working as a data in-charge officer. Achieved rapid growth on work as well as remuneration.

ACADEMIC QUALIFICATION :

- Bachlor of Commerce (B.COM) from C.U.shah Commerce College Ahmedabad. In the year 2016 with 53% of marks.
- CA - Common Proficiency Test (CPT)

KNOWLEDGE :

Have sound Knowledge of **Microsoft dynamic NAV**, MS Excel in Vlook Up, Pivot Table, Conditional Formatting, Data Formulas.

Regards,
Darshan soni.