

# ANANT DHULKAR

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Bharuch, India 392001

A strategic and challenging career opportunity, which will improve my knowledge and provide an innovative platform for professional and personal growth. Organizer with administrative and interpersonal skills, seeking opportunities to further serve the community.

## EXPERIENCE

12/2023 - Current **Account Executive, Pima Controls Pvt Ltd, Bharuch**

- Developed valuable client relationships through proactive communication and service execution.
- Received and resolved customer queries efficiently, enabling timely invoice processing and payment.
- Maintained regular email and telephone contact with customers to appropriately manage overdue account payments.

06/2023 - Current **Audit Associate, Nirav Kotecha & Co., Ankleshwar, India**

- Working as a Internal Auditor in a Bectochem Engineers and Decbectochem Lodge.
- Performing various audit activities in department like Sales, purchase, HR, and Finance. like Sales reco, Salary reco, various Expenses reco, inventory audit(Stock & Fixed asset) , leave data verification, budget analysis
- Provided dependable quality assurance, raising issues with senior partners and offering solution-based problem-solving.
- Planned and delivered audit and assurance processes to exact client requirements.

08/2021 - 05/2023 **Accountant, Mathur Manish & Co, Bharuch, Gujarat**

- Used Tally accounting software to perform bookkeeping, invoicing and bank reconciliations.
- Generated quarterly financial reports to detail company revenues and expenses.
- Posted accounts receivable payments made by cash, cheque or credit card payments.
- Reconciled bank accounts and credit card statements to address financial expenditures.
- Done various internal audit like Stock audit, fixed asset verification, vouching at various industries like as per below:
  - 1) Tega Industries, Dahej , Bharuch, Gujarat
  - 2) Hemani Industries Ltd, Dahej, Bharuch, Gujarat
  - 3) Hemani industries ltd, Ankleshwar, Gujarat
  - 4) Surya Group , Ankleshwar , Gujarat
  - 5) Surya Group, Indore, Madhya pradesh
  - 6)IPG Asia Private Ltd, Kachigam, Daman
  - 7)Therachem Reserach Medilab, Jaipur

## CORE QUALIFICATIONS

- Accounting and bookkeeping
- General ledger accounting
- Financial auditing
- Information Technology
- Payment processing
- Financial auditing

- Bank reconciliations and balancing
- Financial account management

## EDUCATION

- March 2012      **H.S.C**  
**Sharavan Vidhyadham**, Bharuch  
 • Percentage: 77.86%
- March 2010      **S.S.C.**  
**Narayan Vidhyalaya**, Bharuch, GJ  
 Percentage : 67.54
- 2020              **MBA, Information Technology**  
**Savitribai Phule Pune University**, Pune, MH  
 CGPA: 77.86  
 • Dissertation in A study of Online Tracking Defect System.
- 2016              **BBA, Information Technology and Management**  
**Sardar Patel University**, Vallabh Vidyanagar, GJ  
 • CGPA: 7.5  
 • Specialization in Finance  
 • Awarded with Gold medal, achieved highest GPA in all the semesters by Institute.

## ADDITIONAL INFORMATION

- Proficient in Office Suite
- Excellent event-planning skills
- Communication Skills
- Active listening skills
- Computer skills

## LANGUAGES

**Hindi:** First Language

**Hindi:**  C1  
 Advanced

**English:**  C1  
 Advanced

**Gujarati:**  C1  
 Advanced