

THAKOR HEMRAJSINH AJITSINH

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Address: Bhailal vadi, Tarsadi, Kosamba, Dist.- Surat, Pin.- 394120

OBJECTIVES

To secure a challenging position in a reputable organization to expand my leanings, knowledge, and skills. Secure a responsible career opportunity to fully utilize my training and skills, while making a significant contribution to the success of the company

WORK EXPERIENCE

Trainee – Accounts

Hindusthan Speciality Chemicals Limited

Jhagadia, Gujarat: [March 2023 to June 2023]

- Bill Passing in SAP with MIRO, FV60 & FB60
- Issue & Maintain the Debit-Credit Note Register
- Payment Advise
- Manage the Filling System
- Communication with Purchase & Store team for Invoice Differences
- Maintain to GRN sheet.

Officer – Accounts

Hindusthan Speciality Chemicals Limited

Jhagadia, Gujarat: [July 2023 to Present]

- Accounting of Goods Inward
- Accounting of CHA Bills
- Accounting of Transporters Bills
- All Service Invoices including Admin/HR
- GRIR/CHA/Freight Clearing
- Booking of debit note and credit note
- Vendor Reconciliation / Customer Reconciliation
- Verification and Booking of Employee travel expenses as per travel policy of Company
- Payment Advise
- Local Payments
- Prepare daily sales report
- Generate vendor ageing report
- SAP development

SKILLS

- Accounting
- MS Office: Word, Excel, PowerPoint
- SAP

PERSONAL DETAIL

- ❖ Date of Birth : 06 JUNE 2000
- ❖ Gender : Male
- ❖ Marital Status: Single
- ❖ Nationality : Indian
- ❖ Hobbies : Explore New Places, tracking, climbing, Playing cricket.

EDUCATION

Sr.	Qualification	University / Board	Institution	Year of Passing	Aggregate
1	B.com	Veer Narmad South Gujarat University (VNSGU)	M.K. Collage of Commerce	2021	CGPA: 50.00
2	HSC	GSHSEB (Gujarat Secondary & Higher Secondary Education Board)	Shree V.S. Patel High School	2017	55.60 %
3	SSC	GSHSEB (Gujarat Secondary & Higher Secondary Education Board)	Shree V.S. Patel High School	2015	57.00 %

Personality

- _ Possess good interpersonal & communication skills.
- _ Strong relationship management capabilities.
- _ Maintain a positive work atmosphere by behaving and communicating in a manner so that you get along with candidates, clients, co-workers & supervisors.
- Interest in learning, highly self-motivated and strong work ethics

DECLARATION

I hereby declare that, all the information given above is true to the best of my knowledge and belief.

(Your Faithfully)

Hemraj Thakor