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# KRISHNA SHAILESHBHAI MACHHI

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*Hard-working professional combining passion for arriving at solutions through sound accounting principles*

## PROFILE SUMMARY

- A focused and goal oriented professional with 1 year of experience in Accounting & RM Store.
- Currently associated with Platinum Tanning Industries.
- Working knowledge of managing financial accounting, receivables & payables management, and bankreconciliation statements.
- Significant organizational exposure resulting in better financial performance and enhanced systems for higher performance.

## ORGANISATIONAL EXPERIENCE

Past Organization : Ajanta Pharma Limited.

Designation : GAT (GRADUATE APPRENTICE TRAINEE RM STORE)

Reporting to : Warehouse head,

Duration : Feb-2022 to Feb-2023

Responsibility :

- Responsible for Material Dispensing of RM.
- Maintain the inventory control and locations.
- Daily recording of all area temperature activity.
- Follow the CGMP, GMP & FDA guidelines.
- Preparation to cleaning log book of dispensing area.
- Arrangement of material is proper and check cleaning activity on daily basis.
- Proper storage and materials arrangement as per batch wise segregation of materials and prepared their location.
- Dispensing the raw materials as per SOP.
- Monitor the RH and Temperature on daily.
- Ensure the materials reconciliation on regular basis.
- Handling of all dispensing activity and dispensing planning as per production plan with dispensing team.
- Reporting to immediate seniors and HOD for any discrepancy if found in anything.
- Shortage excess report.

Recent Mar'2023 with **Platinum Tanning Industries**, as an Account Assistant.

Responsibilities:

Platinum Tanning Industries (Tally ERP 9):

- Passing Entries of Purchases and sales on TALLY ERP 9 and give voucher no on invoice.
- Filing Purchase and Sales documents in file and maintaining that document for Audit.
- Passing Expenses entries and filing document in file.
- Passing all accounting entry in tally.
- Provide Data in time with accuracy as per requirement of superior.
- Preparing Bank Reconciliation on monthly basis & weekly basis.

## ACADEMIC DETAILS

- **M.Com. from Veer Narmada South Gujarat University, in July 2021 with 58.30%**
- **B.Com. from Veer Narmada South Gujarat University, in April 2019 with 58.00%**
- **12<sup>th</sup> from Gujarat Board in March 2016 with 53.17%**
- **10<sup>th</sup> from Gujarat Board in March 2014 with 59.28%**

## PERSONAL ATTRIBUTES

### Time Management skills

- **Developed through preparing and filing of Management reports before the date.**
- **Experienced in working within tight deadlines to meet targets while serving a high volume of Vendor.**

### Enthusiastic, hardworking and eager to learn

- **Reliable and trustworthy with strong work ethic and value.**

## PERSONAL INFORMATION

**Date of Birth** : 25<sup>th</sup> march 1999

**Gender** : Male

**Marital Status** : Married

**Language Known** : Gujarati, Hindi and English

**Address** : D-1336, Vejalpur Vaniyawad, Near Kamnath mahadev Temple, Bharuch-392001.

**I hereby declare that all statement made in this resume are true and correct to the best of the knowledge.**

**Thanking you,**

**Yours Faithfully,**

**Krishna Machhi**

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