

Gohil Pruthvirajsinh Yogendrasinh

(M) +91- 7043356940

gpruthvirajsinh30@gmail.com

CAREER OBJECTIVE

To be involved in work where I can utilize skill and creatively involved with system that effectively Contributes growth of organization.

EDUCATION QUALIFICATION

Course	School / College	Board / University	Year of Passing	Percentage
S.S.C	Universal Experimental School Bharuch	Gujarat Secondary Education Board	March 2012	63.2%
H.S.C	Narayan Vidya Vihar	Gujarat Secondary and Higher Education Board	March 2014	64%
B.COM	R.M Commerce College, Rajpipla	Veer Narmad South Gujarat University	March 2017	51.5%

Technical Skill

∴ Tally ERP 9, Oracle ERP, MS ERP, SAP B1

∴ MS Office (Word & Excel)

WORK EXPERIENCE

∴ Working as Assistant Account In Heer Chemical Industries In Account Department

∴ Duration : 1 May 2024 to Still

∴ Working as Assistant Account In Veer Pharmachem In Account Department

∴ Duration : 1 March 2022 to 12 May 2024

∴ Working as Assistant Account In Payal Polyplast Pvt Ltd In Account Department

∴ Duration : 29 April 2019 to 27 February 2022

.: Working as Data Entry Operator in Deepak Nitrite Limited in Logistics Department

.: Duration : 1 Oct 2018 to 28 April 2019

JOB RESPONSIBILITIES

- .: Preparation of Commercial Tax Invoice for Chemicals & job Work
- .: Filling and Maintain of Sales record of Invoice issued against Chemicals.
- .: Generation of E-Way Bill For Domestic & Sales report
- .: Petty Cash Handling
- .: Maintain Part 2
- .: Bank Reconciliation Control
- .: GSTR2 B Reconciliation
- .: Bill Passing & Bill Booking

(RAW Material/Packing Material/ Labour /Transporter/CHA/ Contractor)

PERSONAL DETAILS

Name : Pruthvirajsinh Yogendrasinh Gohil
Gender : Male
Date of Birth : 30 April 1996
Marital status : Unmarried
Permanent Address : 431, Krupalu Dham, At Post :- Gopalpura
Ta :- Nandod, Dist:- Narmada
E-mail address : gpruthvirajsinh30@gmail.com

DECLARATION

I hereby declare that the above – mentioned information is true to the best of my knowledge.