

CURRICULUM VITAE

PATEL BHARGAV PRAVINCHANDRA

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E-mail:

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: PERMANENT ADDRESS:

B-72, Patel Faliya,
Near Bhahtiji Temple,
At: - Navi Divi,
Tal: - Ankles war,
Dist.: - Bharuch (Gujarat)

PERSONAL INFORMATION

Date of Birth : 14/03/1996

Gender : Male

Religion : Hindu

Marital Status : Married

Nationality : Indian

: LANGUAGES KNOWN:

- Gujarati
- Hindi
- English

Carrier Objective

A Challenging and rewarding carrier with a progressive and stable organization in which I can contribute the growth of the company with my qualification and technical skills for the potential growth in the organization.

Educational Qualification

- S.S.C. Passed, From G.S.E.B. Gandhinagar, Years of Passing 2012 with 57.04%
- H.S.C. Passed, From G.H.S.E.B. Gandhinagar, Years of Passing 2014 with 67.28%

Professional Qualification

- B. Com Passed, From V.N.S.G.U., Years of Passing 2021 with 6.12 CGPA.

Computer Proficiency

- D.I.T. (Computer Course) With A++ Grade.

Strengths

- Good communication and public relation skills.
- Hard working and honesty.
- Confident and self-motivating.
- Positive attitude & goals orient.
- Strong commitment towards work & word.

Experience

- I have worked with **M/s. AXIS BANK (QUESS CORP LTD.,) GIDC Ankles war**, as a "Sr.Sales Executive" For 3.5 Years.
- I have worked with **M/s. PRAFFUL OVERSEAS PVT.LTD., GIDC Panoli**, as a "Account Assistant" From 01.06.2021to 20.02.2022.
- I Have worked with **M/s. PI INDUSTRIES LTD., GIDC Panoli**, as a "Account Assistant" Since 16.04.2022 to 03.01.2023.
- I Have worked with **M/s. SRF LTD.** as a "Account Assistant" Since12.02.2023 to till date...

Job Responsibility

- Receiving the Material & Service invoice from PN-01/PN-02/PN-06 & VD01 for Plant Location Name: PIIL / PIKM / PIJA & PIAS & CHA-For All Department.
- After receiving the invoice-ensure the checking of document before DPID is Process.
- Tax Invoice is mentioned on the bill. On the bill it should be mentioned as "Original for Recipient" along with Scan barcode.
- If not Barcode-E-Way bill should be there with original bill.
- Ensure to check the tax invoice the GST registration is mentioned for PI Industries Ltd., PI KUMIAI PVT.LTD., Jivaro Limited and Solions Argo Science pvt Ltd.
- Invoice Scanning Process is started for Material / Service & CHA Invoice separately.
- After completion of invoice scanning then first, we drag & drop for Material / Service & CHA Separately.
- Handling of SAP Software.
- Preparation of monthly required items Report for Budget.
- When the DPID process is done for an invoice-the numeric number is written on the Invoice. Based on numeric number, the DPIP number is written on the invoice.
- After writing the DPID number of document in series wise for Jivaro Ltd., Solano's, PIIL PN-6, CHA & PIIL (PN-01/PN-02).
- After filling all the documents in series wise listing of DPID is maintained and the same is field in the Box File. File Label number is given for location.
- Delivery Challan, RGP/NRGP, Stock Transfer & Sales Invoice for all location is field.
- /PN-02/PN-06 & VD01.

Declaration

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

Thanking you,

Date:

Place:

**Yours Faithfully,
PATE BHARGAV.**