



JIGAR GAMIT

CAREER OBJECTIVE :

- To work as a key player in a creative Environment where I can learn and use My skills for the growth of the organization and my career.

CONTACT :

- + 91 72848 76315
- jigargamit5057@gmail.com
- 225-Indiranagar, Achharan,
Ta:Olpad, Dist:Surat - 394130

PERSONAL INFO :

- D.O.B : 2nd December,1998
- Gender : Male
- Nationality : Indian
- Language : Gujarati,Hindi,English
- Marital Status : Unmarried

EDUCATION :

- Bachelors of Arts** in 2020 from Arts & Commerce College, Olpad, Veer Narmad South Gujarat University, Surat, Gujrat.
- Masters of Arts** in 2022 from Arts & Commerce College, Olpad, Veer Narmad South Gujarat University, Surat, Gujrat.

IT KNOWLEDGE :

- Course on Computer Concept(CCC) 2014
- Tally Prime
- Sunrise Medical Software

EXPERIENCE :

1) PAHAL SOLAR Pvt Ltd (Purchase Executive) (Aug-2024 To Till Date) - Olpad, Surat.

RESPONSIBILITIES:

- To make Purchase orders and Purchase orders receiving.
- To maintaining records of Purchase orders and Purchase orders receiving in Tally & Excel.
- Planning Coordination with Vendors and company staff for smoother functioning of operations.

2) BANSARI ENTERPRISE (Assi. Accountant) (Feb-2021 To April-2024) - Olpad, Surat.

RESPONSIBILITIES:

- To make Tax invoice, Purchase, Proforma invoice, Purchase orders, Receipt Note, Delivery note and Bank statements entries in Tally.
- To maintaining records of sales, purchase and also keep separating filing information of sold schedule Raw materials & Chemical.
- Forwards available inventory items by verifying stock; scheduling delivery to maintain safety stock and routine materials daily basis.
- To acknowledging and resolving customer complaints and Keeping records of customer interactions, transactions, comments and complaints.
- Planning Coordination with Company Staff for smoother functioning of operations.

3) JOGI AYURVED HOSPITAL (Receptionist, Cashier & Production manager) (Oct-2018 To Dec-2020) - Adajan, Surat.

RESPONSIBILITIES:

- Handling reception area , Co-ordinating with patients and other department.
- Work as a Cashier.
- Also working as a production manager.

DECLARATION : I here by declare that all the information mentioned above are correct till the best of my knowledge. Thanking you ..!!

Yours Faithfully
JIGAR GAMIT