

RONAK KUMAR YOGESH BHAI BAROT
At. Po. Vatariya Ta. Valia , Dist . Bharuch
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ronakbarot30@gmail.com

❖ **ACADEMIC QUALIFICATION**

- **B.C.A. complete in 2014 Year 7.5%**
- **12th (commerce) complete GHSEB Gandhinagar Board. In 2011 year 68.72%**
- **10th complete GHSEB Gandhinagar Board. In 2009 year 38.92%**

❖ **PROFESSIONAL EXPERIENCE**

- **Ideal Lighting Systems Pvt. Ltd., Ankleshwar, Gujarat. – March 2015 to May 2017**
Account Department, Purchase work & Billing Work

❖ **PROFESSIONAL EXPERIENCE**

- **Starlet Industries: Ankleshwar, Gujarat. – June 2017 to Running job**
As, Account department & Purchase Work (Raw Materials import Work)

❖ **JOB PROFILE:**

- **Handling Accounts Independently**
- **Preparing Purchase Order, Sales Invoice, credit note, debit note, Challan & away bill.**
- **Ledger scrutiny of debtors & creditors.**
- **Bank reconciliation & bank related work**
- **Verifying Purchase bill, sales bill & expense voucher**

❖ **JOB PROFILE:**

- **Handling Import Documentation.**
- **Handling BOND & DE-BOND Shipment.**
- **Handling DDU and DDP shipment.**
- **Preparing Daily Status Report of Imports Shipment.**
- **Handle Pre and Post Shipment Handling FOB, CIF and C&F shipment.**
- **Co-coordinating with CHA and Freight Forwarder for status of Shipment Co-ordinating with Delivery Agents / Transporter for Delivery of Shipments & Planning for Delivery.**

- **Checklist preparation, IGM Checking and Bill of Entry Filling with Focus Software and ICEGATE, Collect the delivery orders from shipping line and freight forwarders and arrange clearing from Dock/CFS.**
- **Arranged for pick-up and delivery of goods to respective locations.**
- **Customs Duty Calculation and handling Advance license documentation**

❖ **EXTRA QUALIFICATION**

- **C.C.P. Certificate in Computer Program.**
- **Microsoft office.**
- **Six Month Live Project Training Baroda. 2014 Year.**

❖ **PERSONAL DETAILS**

- **Date of Birth : 03th September 1993**
- **Religion : Hindu –**
- **Marital status : married**
- **Languages Known : Gujarati, Hindi and English.**
- **Nationality : Indian**

❖ **DECLARATION**

I hereby declare that all information given above is true & confirmed according to my knowledge.

Yours Sincerely

RONAK.Y. BAROT.