**RESUME**

**Professional Summary**

Approx. 8.6 years as QA & QC Dept., Excise & Accountancy, Sales, Purchase, Import, Export.

**Profile**

**Current Designation**

QA - QC Executive, Excise, Accountancy

**Skill Set**

Excellent Work Experience of Tally & MS-Office.

**Education**

* BCA Degree- Bachelor Of Computer Applications
* Diploma in Software Application (DSA)
* Certificate Course in Computer Concept(CCC)
* Certificate Course In Information Technology(CCIT)
* H.S.C. From D. B. J. College
* S.S.C in Year 2004 From Anjuman Khairul Islam Urdu High School

**Project**

Grampanchayat Management System – IGNOU

Languages Used: Front End – C# & Back End – SQL Server

Grampanchayat Management Working System includes various tasks / Certificates such as Birth Certificate, Death Certificate, Residential Certificate, Tax Receipt, etc. the Grampanchayat Management Syatem Software is user friendly. The **Grampanchayat** **Management System** will going to be unique in its functions. Though it is specificallydesigned for Birth, Death Records, automation required in any village or city too, it cannot be called only Birth and Death Record System. Why? Because it will contains all functionality required in any Village or City of Grampanchayat Management. Birth and Death Certificate is Primary need of time to time human being.

Grampanchayat Management System is intended to provide features and functionality that will simplify day to day Records and activities within the Village or City by handling it efficiently and accurately. Further emphasize is given in the area of Village or City management, performance evaluation.

**Experience**

**Organics Pvt. Ltd. (08/02/2011 -Till Date)**

**Company Profile**

Engaged in manufacturing and supplying of Chemicals & Pharma Intermediate, Pharmaceutical Chemicals.

**Role:** QA - QC Executive, Excise & Accountancy, Admin, Sales & Purchase

**Reporting to**: Managing Director

**Responsibilities Handled**

* QA /QC Documentation related to Chemical / Pharmaceutical Industry.
* Audit Documentation (All Departments) related to Chemical / Pharmaceutical Industry.
* Handling of Analytical Instruments related to Chemical / Pharmaceutical Industry
* Account / Book Keeping related to Income Tax Auditing of Company.
* Sales Tax Book keeping to Sales Tax Audit
* Central Excise Recording and Book Keeping related to Central Excise Audit.
* Preparation of Local Invoice & Export Invoices, Transfer Invoice & Vehicle Arrangement, etc.
* Preparing Daily Production Report, Weekly and Monthly Report, Raw Material Receipt & Consumption Statement.
* Sales & Purchase Details.
* Preparation of Excise Return – ER 1, ER-2, ER-3, ER-5, ER-6, ER-7, Form A-1 Online Submission.
* Online Application C-Forms, H – Form & E-1 Form.
* Online Service Tax Registration Application.
* Direct Export, Under LUT, Under CT-1, Under CT-3, Under Advanced Licence Documentation & Excise Submission Documentation, Proof of Export Submission Documentation.
* Working in a Stores Department – Preparation of Purchase Order, Proforma Invoices, Good Receipt Notes, Material Inward, Outward, Maintaining Records Inventory, Receipt & Consumption.

* Preparing Documentation for DGFT – Advanced Licence.
* Online IEC Application Documentation.
* Import Documentation – High Seas, Direct Import
* Trading Documentation
* Online Way Bill Generation
* Online Excise Account (PLA) – Payment
* Preparation of Debit Notes & its Calculation.

**Previous Experience**

**Lifescience Ltd. (Swastik Industries) (28/01/2009 to 6/11/2011)**

**Company Profile**

* In the business of Manufacturing & Marketing of APIs and Drug Intermediates, since 1993.
* Headed by Mr. Satish Wagh, a highly qualified & well experienced Technocrat and is backed by an efficient team of qualified and skilled professionals who are committed to excellence in terms of product quality, productivity, cost-efficiency and delivery.
* Has an ultra modern facility near Mumbai, the commercial capital of India, manufacturing APIs for therapeutic segments like Antiasthmatic, Antihistamine and Vitamins.
* Over the last few years **SUPRIYA LIFESCIENCE LIMITED** has also diversified into Formulations, Natural Products & Ayurvedic Products.
* A 100 % Export Oriented Company, Exports its products to over 65 countries (including regulated markets) spread across all continents.
* Committed, qualified and experienced team of Scientists in its R&D department.
* The most modern Laboratory for QC & QA is well equipped with latest equipments.
* Winner of several Awards for Export Excellence & Entrepreneurship.

**Role:** Computer Operator in QA & QC Department

**Reporting to**: QA & QC Manager

**Creative Technologies (01/11/2007 to 29/01/2009)**

**Responsibilities Handled**

* **Maintaing all students records.**
* **Server Installation, Hardware, Networking & Trouble Shooting of PC.**

**Role:** Teacher (Operator cum Instructor)

**Reporting to**: Institute Head

**Personal Profile**

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| --- | --- | --- |
| Date of Birth | : | 18th Feb 1989 |
| Nationality | : | Indian |
| Languages Known | : | English, Urdu, Hindi and Marathi |
| Marital Status | : | Single |
| Availability | : | Immediate |

**First Name of Application CV No:** **1656216**

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