Cirriculum Vitae

Personal Information Name:Chaitanya

Chaitanya.320942@2freemail.com

 Gender: Male Dob: 25/10/1985

 Nationality:Indian

**Work Experience**

**Company Name: Snl Financial Ltd**

State/Country: Gujarat,India

Sector: Financial & Banking

Postion: Junior Analyst

From: Feb 2016-Sept.2016

Key Responsibility: To Have In Depth & Comprehensive Research And Analysis Of U.S & E.E.A Companies Pertaining To Their Acquisation Or Disposal & Reflect It On Clients Accounts.

**Company Name: Gayartri Elecmech Pvt Ltd**

State/Country: Gujarat,India

Sector: Engineering In Telecommunication

Position: Assistant Of Accountant

 Administration,Marketing

From: Apr 2011-Jan 2016

Key Responsibility: 1.Process Payment And Doucments Such As Invoice,Journal Vouchers & Employees Reimbursement & Statement

2.Pre-Audits,Verify &Process Employees Expense Claims Reviewing Rules For Employees Compliance

3.Designs Maintain & Prepares Spreadsheet

4.Co-Ordinates The Work Of The Unit By Determing Priorities;Solving Customers Queries,Explaning Work & Overseeing That Needs Of Customer Are Provided On Time

5.Posts Financial Data To Appropriate Accounts In An Automed Accouting System,According To Instructions

**Company Name: Medusind Solution I Ltd**

State/Country: Gujarat,India

Sector: Business Process Outsourcing

Position: Customer Representative Sales

From: Feb 2009-Dec 2009

Key Responsibility: To Call U.S Insurance Companies And Its Executive & Make And Inquiry And Reasons Pertaining To Clients Insurance Claims & Ensure That Claims Are Paid Without Any Refusal/Denied

**Company Name: Gurudev Spices Pvt Ltd**

State/Country: Gujarat,India

Sector: Primary Foods & Spices

Position: Assistant Of Accountant

 Sales Executive

From: July-2007-Dec 2009

Key Responsibility: To Ensure That Sales Targets Is Achived In Prescribe Time.

Reporting Team Management & Having Liasion Between Clients And Management

**Education:**

College Name: Gujarat Arts & Commerce College

Qualification : Bachelors Of Commerce

From: May 2011-Apr 2012

State/Country: Gujarat,India

Principle Subjects: Advanced Accounts,Statistics & Englis**h**

**Personal Skills:** Data Mining & Reseacher

 Flawless Typing Speed On Keyboard

 Computer Literacy Basic

 Good Grasping & Problem Solving

 Good Command On Administration

 And Accounting

**Languages**

Mother Tongue: Gujarati

Other Lanuages: English

Level: C1

Others Languages: Polish

Level: A1

**Communcition Skills:**Good Communciatin Skilled Gained While Interacting With Clients In United State**s**

**Managerial Skills:** Leadership,Computer Literacy

 Administration

**Digital Competence**

|  |  |  |  |
| --- | --- | --- | --- |
| Information Processing | Communication | Content Creation | Problem Sovling |
| Basic User | Basic User | Basic User | Basic User |

**Additional Information**

Honours & Award:

National Certification In Financial Market

Obtained 6.0 Bands In International English Languages Test System (Ielts**)**