***Mr. Dipak***

Call : C/o 0504973598

E-mail : dipak.325535@2freemail.com

Objective :

Seeking challenging and responsible position in any organization utilizing abilities developed through my experience and education, with the opportunities for professional growth based on performance.

Experience :

* **April, 2014 to Till Date**

 Handling and managing own business of ladies outfit.

* **January, 2011 to January 2014**

Organisation : Top Guinee SARL ( TOPAZ Group –

 Conakry)

Designation : Senior Accountant

Company Profile :Well known Export import com

Job profile : Handling all customer accounts, all fund

 transfer from other countries, maintain

 details of goods on water, supplier payment,

 preparing fund flow statement, sales and

 other admin report, costing of goods,

 maintain daily cash and bank balance, etc.

* **April, 2010 to December, 2010**

Organization :BasantNihlani& co.

Designation : Trainee

Profile : under training for TOPAZ at mentioned

 Organization.

* **April, 2007 to March, 2010**

Organization : Jay Jalaram Bricks Works

Designation : Accounts Assistant

Company Profile : Stands for high quality clay products

Job Profile : Mainly duties are to handle accounting

 vouchers like sles, purchase, bank/cash

 payments/ receipts, jounral vouchers.

 Also responsible for daily cash and bank

 reconciliation, co- ordinating with bank in

 order to reconcile bank with T.R. & L.C.

 transactions.

Computer Knowledge :

Application Software : Microsoft Office

Accounting Software : Tally

Others : Internet

Education :

* **Master of Business Administrative – 1st Class, 2006**

Sikkim ManipalUniversity ,Anand

Percentage : 64%

* **Bachelor of Business Administrative – 2nd Class, 2004**

Dharamsinh Desai University, Nadiad

Percentage : 59%

* **Higher Secondary School Certificate – 1st Class, 2001**

Gujarat Higher Secondary Board, Petlad

Percentage : 74.67%

Languages Known :

English, Hindi and Gujarati both written and verbal.

Strenghts :

* Fundamental knowledge of computer application and accounting statements.
* Ability to work under pressure and handle multiple tasks.
* Fast learner, quick to absorb and utilize new methods.
* Highly motivated, able to work well – both indipendently and as a part of team.
* Good interpersonal relation skills.

Personal Particulars :

Date of Birth : 11th January, 1984

Marital Status : Married

Nationality : Indian

Corresponding Address : As above

Home town :Petlad

Gender : Male

Hobbies : Listening to music, travelling, reading, cricket.