Paritosh

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**SUMMARY**

Logistics & Ware housing professional with a strong business acumen and experience in all facets of global Accounting & Finance industry. Highly motivated team player working in a fast-pace environment. Problem-solver with excellent analytical and negotiation skills with a commitment to continuous improvement. Reputation for earning customers trust through exceptional responsiveness to customer needs.

**Skills / Experience:**

* Execution & Customer Service
* Dispatch & Collection
* Coordination With Support Staff
* Goods inspection & Quality Control
* Petty Cash Handling

**Professional Objective**

I’m an experienced professional seeking a position as Logistics Coordinator, which will enable me to contribute positively in achieving organizational and personal goals.

**Employment History:**

**Organization: PACIFIC GEARS**

**Accountant; 1st Jan, 2012 to till date: Work responsibilities include**

* Ensuring accurate & timely recording of goods received in line pertaining to the purchase orders.
* Processing payments to suppliers according to agreed terms and schedule.
* Periodic stock take assignments verifying physical stocks available.
* Coordination with support from other departments for smooth deliveries & cargo collection.
* Petty cash accounting relating to supply chain operational expenses.
* Providing item stock & prices to sales coordinators from ageing stock reports.
* Arranging pick-up & delivery of local goods.
* Preparation of invoice, packing list & delivery note as per clients requirements.
* Reconciliation of physical stores and stocks with ledgers
* Reconciliation of purchases with supplier ledgers.
* Interaction with external auditors in completing audits.
* Packing and forwarding of goods.
* Coordination with sales manager for upcoming orders & projects.
* Coordinating with transportation department for smooth deliveries.
* Estimate department needs, determine the performance and quantity of work and contribute to development of budgets.

**Academic Credentials & Affiliations:**

Bachelors of Commerce (B.com) Gujarat University Ahmadabad (Gujarat, India) 2010

Company secretary (C.S.) Indian Institute of Company Secretary (Gujarat, India) 2011

**Additional Qualification:**

* Completed 3 months course of Operation under Windows 98, Windows XP Windows 7 and MS Office.
* MS Office in Computer Applications: Ms-Word and Excel.

**Skills:**

* Patience
* Good negotiating skills.
* Excellent analytical & Interpersonal relationship.
* Excellent oral & written communication.
* Fast Learner.
* Good Organizer & Team Player.
* Positive & Focused thinking.
* Go-Get-it attitude.
* Familiar with accounting software

**Language Skills**

To Speak : English, Hindi & Gujarati

To Read : English, Hindi & Gujarati

To Write : English, Hindi & Gujarati

 **I approach my task with honesty, sincerity, hard work & patience and this has enabled me to get things done efficiently.**

**Being cheerful & flexible, I am able to adapt any environment and blend into the ethics and policies of institution. I sincerely assure that I shall put in my very best & serve with dedication and innovation.**

**I declare that the information furnished above is true to my knowledge & belief.**