**** **dhanpal.363964@2freemail.com**

|  |  |
| --- | --- |
| **Dhanpal** **Career Objective**  |  |

Pursue a career that provides an avenue to innovate and apply skills for the growth of self and the organization. Given an opportunity to serve your esteem organization, I assure to perform in the most efficient manner.

# Work Experience

**1. Havmor Restaurant Pvt. Ltd. [Central Kitchen]**

 I am pursuing my work at Havmor Restaurant Pvt. Ltd. as a Account Assistant at Central Kitchen branch.

* **Duration:** Enabled service from June‐2014 to Feb 2017
* **Work in SAP. (knowledge of SD user, PP user, MM user, and MGR user)**
* **Responsibilities:**

− Preparing the Bill.

− Administrative work

− Supervision

**2. High court Advocate Office [Kaushal Pandya]**

I have worked at Advocate office of a High court Advocate [Kaushal Pandya] as a Clerk.

* **Duration:** Service from July‐2013 to April 2014.
* **Responsibilities:**

− Administration work

− Accounting work and Typing work

− Keep the knowledge of each running and upcoming case in High Court.

− Keep and maintain the file of each case as per sequence.

− Prepare the progress report of whole case coming in the office.

 **3. High court Advocate Office [Amit V. Thakkar]**

I have worked as a Clerk at Advocate office of a High court Advocate [Amit V. Thakkar].

* **Duration:** Service from July‐2012 to June‐2013.
* **Responsibilities:**

− Prepare the progress report of whole case coming in the office.

− Keep and maintain the file of each case as per sequence.

− Keep the knowledge of each running and upcoming case in High Court.

− Accounting work and Typing work

 **4. Chartered Accountants, Gunvantlal J. Shah & Co.**

I have worked as an Audit Clerk at Chartered Accountants office of Gunvantlal J. Shah & Co.

* **Duration:** FromOctober‐2011 to July‐2012.
* **Responsibilities:**

To do the Audit of Different Organizations and I have done the Audit of like, − Trusts

− Credit Societies

− High Court

 − Co‐operative Banks, Schools.

# Projects

**1. Kotak Mahindra Bank [Maninagar Branch, Ahmedabad]**

I have completed the 15 days Project in Kotak Mahindra Bank [Maninagar Branch, Ahmedabad] related to Loan and Documents verification.

**Duration:** Held from 23rd May 2014 to 7th June 2014.

#  Training

 **1. National Institute of Finance Account [NIFA]**

I have taken the training of National Institute of Finance Account course which is based on National accounts fields.

 **Duration:** Held from January 2009 to December 2011.

# Educational Qualification

* Passed **S.S.C.** Examination from Gujarat Secondary & Higher Secondary Education Board, Gandhinagar in March‐2007**.**
* Passed **H.S.C.** Examination from Gujarat Secondary & Higher Secondary Education Board, Gandhinagar in March‐2009.
* Passed **T.Y. B.COM** form Gujarat University in March‐2013.

# Computer Skills

* Tally
* MS‐office
* Internet knowledge

# Personal Information

|  |  |  |
| --- | --- | --- |
|  | Name  | : Dhanpal  |
| *
 | Date of Birth  |  : 11th November 1991  |
| *
 | Marital Status  |  : Unmarried  |
| *
 | Nationality  |  : Indian  |
| *
 | Language Known  |  : English, Hindi, Gujarati.  |

 Thanking you in anticipation,