**BIO-DATA**

**HITESH**

**Email :** **Hitesh.375098@2freemail.com**

**Career & Objectives**

Over Twelve years of Experience with in Account and Administration operations including maintenance of books of accounts.

**Employment Summary:-**

1. Currently working with Baroda Imaging Centre – Baroda as an Accountant since June-2017 to till date.
2. I have worked with Kanika Trading LLC – Dubai, U. A. E. as an Accountant during the period of March-2014 to April-2017.
3. I have worked with Adroit Pharmachem Pvt. Ltd – Savli as an Account Assistant during the period of October-2012 to February-2014.
4. I have worked with Al Sulaiman Jewellers W.L.L. – Doha, Qatar as an Account Assistant during the period of January-2009 to October-2011.
5. I have worked with BVK Enterprise – Baroda as an Account Assistant during the period of September-2007 to November-2008.
6. I have worked with Unique Capital Pvt. Ltd. – Baroda as an Account and Administration assistant during the period of February-2005 to September-2007

**Key Activities:-**

* Reconciliation of Bank Statements
* Maintenance of due dates for supplier and prepare statistical report showing the monthly payment details for all the recurring payments. Like telephone, light bill, rent etc.
* Efficient in passing all the entries in Tally like Purchase, Sales, contra, JV, Bank & Cash Payments – Receipts.
* Manpower like Employees Attendance, Salary etc.
* Field work like going to Bank, Auditors Office, Sales Tax & Income Tax Offices.
* Communication with Customers and solutions of their problems on phone or directly.
* Supervising as well as work distribution to local staff as well as colleagues.

**Education Qualification:-**

1. S.S.C.E. in the year March-1999.
2. H.S.C.E. in the year March-2001.
3. Bachlor of Arts from M. S. University of Vadodara April-2007.
4. Master of Arts from Madurai Kamraj University May-2011.

**IT Qualification:-**

1. MS OFFICE
2. C++
3. Accounting Software Tally
4. Email, Internet Operating, Mail Communication

**Personal Details:-**

Date & Place of Birth : May 08th, 1984

Languages Known : Gujarati, Hindi, English, Arabic, Marathi

Hobby : Listening Music, Reading Books, Watching Cricket, Football, Hocky

Marital Status : Married

Date of Issue : 18/09/2012

Date of Expire : 17/09/2022

Regards,

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Hitesh