**Devang**

devang.380409@2freemail.com

*Database Entry Assistant cum System Computer & Network Support with 4+ years of experience flawless preparation of presentations, preparing facility reports and maintaining the utmost confidentiality. Possesses a B.com in Finance and expertise in Microsoft Office, Tally ERP 9 and Computer Hardware Networking Looking to leverage my knowledge and experience into a role as best of my knowledge.*

**PROFESSIONAL EXPERIENCE**

**CROWE HORWATH Dubai, UAE**

*Database Entry Assistant (IT Team) June 2016 – Current*

* Clients and Contacts Data entry and updates in CRM Software.
* New clients file numbers generate maintain data records.
* Financial Statements Reports printing and binding handover to clients.
* Computer System and Computer Network Support.
* New Employees Laptop Prepare Data backup, Software installation Office 365, Caseware, Adobe Reader, etc.
* New Emails Id Creations Emails Configuration using office 365,
* left Employee email .pst file export keep maintain backup and office 365 repairs, troubleshooting support.
* Laptop repairs like OS Installation and repairs, Parts replacements laptop display Screen, HDD, RAM etc.
* Printer maintain HP laserjet MT-400,600,500color,drivers Installation, troubleshooting with network sharing.
* Projector and Projector screen setup for Every Training and Events.

### NEW GAYATRY WOOD INDUSTRIES Valsad, Gujarat India.

*Computer Operator Cum Accounts Assistants May 2012 – May -2016*

* Making Sales Bills & Form no.402 on Custom Software
* Handling day to day Accounting Entries in Tally ERP 9. Maintain Ledger for Sales, purchase, General, Entries of cash Book, Sales Bills & Purchase Bills etc.
* Bank Reconciliation & ledger Account Reconciliation.
* Client & Vendor Interaction & making follow-up for Payments.
* Printing Reports.
* Computer System and Computer Network Support.

# EDUCATION

### Veer Narmed South Gujarat University Surat, Gujarat-India

*Bachelor of Commerce, March 2009*

* Graduated Cum Finance

**ADDITIONAL SKILLS**

* Microsoft Office 365
* CCNA, MCSE

# PERSONAL DETAILS .

Date of Birth July, 23, 1989

Gender Male

Marital Status Single

Nationality Indian

Visa Status Employee Residence until June-2018

Languages Known English, Hindi, Gujarati

Strengths I am a quick learner and a great team player.

Weaknesses I concentrate on one thing at a time.

Hobbies Travelling

**DECLARATION .**

I declare that the above information is true to the best of my knowledge and belief**.**

Sincerely,