**RESUME ( BIO – DATA ) JIGNESH  BIRTH : 25 – MARCH - 1989**

**Email :** [jignesh.381501@2freemail.com](mailto:jignesh.381501@2freemail.com)

**OBJECTIVE :**

**I am looking for the Challenging job where I can utilize my talent and knowledge , I want to learn from the organization and growth with organization.**

**EDUCATION :**

**» 10TH PASSED – 2006 J.N.C HIGH SCHOOL MAROLI » 12TH PASSED – 2008 B.M & B.F WADIA HIGH SCHOOL FANSA**

**» ( Note : F.Y.B.com -2007 ROFEL ART & COMMERCE COLLEGE VAPI )**

**COMPUTER PROFICIENCY :**

**» BASIC COMPUTER COURSE : 2008**

**» TALLY ( ACCOUNTING ) 2008 - 2009**

**EXPERIENCE :**

**» BANSWARA GARMENTS , SOMNATH , DAMAN ( ASSISTANT TIME OFFICE : JAN-2010 TO JULY – 2011 )**

* **WAGES & SALARY**
* **PUNCHING MASHING ( ATTANDANCE REPORT ) HANDLING**
* **DATA ENTRY**

**» PACIFIC PLASTIC INDUSTRIES , BHENSLORE , DAMAN**

**( ASSISTANT IN OUR ADMIN DEPARTMENT : NOV– 2011 TO MARCH – 2013 )**

* **PAYROLL HANDLING**
* **SALES & PURCHASE BILL ENTRY IN TALLY ERP 9**
* **ERN ( IN SOFTWARE )**
* **DATA ENRTY**

**» THAKKAR FLEXIPACK PVT LTD ( DAMAN )**

**( ACCOUNT & STORE – JAN :2014 TO TILL )**

* **SALARY AND WAGES**
* **SALES & PURCHASE ( UDHYOG & TALLY ERP-9 )**
* **PO HANDLING**
* **PRODUCTION REPORT ( DPR ) HANDLING**
* **STATEMENT ALL MATERIALS HANDLING**
* **STORE HANDLING**

**DECLARATION :**

**I hereby declare that above furnished particulars are true to the best of my**

**Knowledge and belief.**