



Permanent Address:-

Pathak saurabh shyamal kant.
S/O- shyamal kant pathak
a-1/306, anupam city,3rd floor ,
dundi surat, gujarat -395023.
Contact:++91-9558094169
Email:- PATHAKSAURABH777@GMAIL.COM

Total Years of Experience:4 yrs as "Accountant + As agency manager

- Location Preference: Anywhere

A versatile and skilled Finance & Admin Manager / Accounts professional with excellent hands-on experience in developing and improving Administration, Finance, MIS operations. An assertive management, with outstanding interpersonal, communications, negotiation and people management skills.

Objective: To actively participate professional team player for improvement in the finance / Accounts and Administration sector systematically, profitability and growth of an organization.

EDUCATIONAL QUALIFICATIONS:-

- B.Com. from vt poddar. Collage of commerce to veer Narmad south Gujarat university, Surat Gujarat.
- +2 Commerce with Distinction from GSHEB in 2016

PROFESSIONAL QUALIFICATION:-

- Have good hands on experience on Microsoft Office and excel.
- Worked with any software
- Net surfing good knowledge.

EXPERIENCES:-

Overall more than 2 years' experience in Accounts, Finance & Administration and 2 year experience in insurance field as agency manager.

Ekta Digitex. (Surat)

1st february 2016 to 28th april 2018. date working as Accountant, Finance And Admin Manager.

- Responsible for entire Factory Management, Accounts and Financial department and production cost control, etc.
- Manage Minimal Stock Maintenance for undisrupted production and Operations
- Monitor Approval for P.O and Material Procurement and Subcontract activities
- Supervised and monitored staff activity, working conditions
- Timely Arrangements for the scheduled Material delivery.
- Responsible for any required reports from auditors and other government agencies. Budget forecasting and monitors cost control and efficiency
- Liaisons with Financial Bank regarding L.C., F.D., Capital Loan Etc.
- Bank A/C's, AP, & AR, Reconciliation
- Monthly Closing Etc.
- And my responsblity that manage in all situion complete work.

Key Responsibilities

Overall Supervision and Prepares monthly financial analysis and MIS statements Preparation for Projects, Over all Supervision and supporting for the Man, Materials and operations for the projects.

- Manpower for the project as per the project requirements
- Petty Cash Management
- Bank Account Reconciliation
- General Ledger Account Analysis and subsidiary ledger reconciliation (A/P and A/R)
- Prepares and approves Journal Entries
- Monthly closing and preparation of monthly financial statements
- Manages Cash balances

ADITYA BIRLA SUN LIFE INSURANCE

1st may 2018 to till date working as a agency manager.

i am here recruit a agent and prepare for **irdai exam** after when he or she passed exam than i am give them our products training and kit for sale our company's insurance policy and manage all agents query.

Here always i am qualify to contest of managers and also i am help my agents to achieve her/his contest , i am always top in all month productivity and premium and also get in all month certificate of achievement compaplsary, and also i am qualified a contest '**coffee with ceo**' (**ceo.kamlesh rao**) in pan india level one and only i am achieved this with my hard work with my agents.

Technical Knowledge In Computer:

- Good knowledge of Basics of computer and Ms-Office.
- Good typing speed 45- WPM.
- Internet Surfing and PC-Maintenance.
- Basic knowledge of Computer Hardware & Networking.
- Software known : MS-Office, TallyERP9,HNS etc.

Strength:

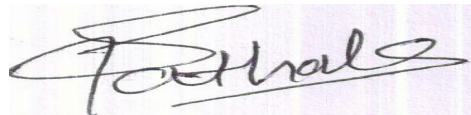
- Sincere and Hard-Working.
- Capable of working in stressful environment.
- Good communication skill.

Personal Details:

1. Full Name : Saurabh Shyamal kant Pathak
2. Father Name : Shree Shyamal kant A. Pathak
3. Add : As Above
4. Sex : Male
5. Height : 5"11
6. Weight : 85
7. D.O.B : 24-06-1998
8. Language Known : Hindi , English , Gujarati
9. Personality : Attractive
10. Nationality : Indian
11. Marital status : Un Married
12. Hobbies : Playing, Hard Working, Reading Historical Books Etc.

Declaration :

I do solemnly and state that the information furnished above is true and correct to the best of my knowledge and belief. I prove myself as one of the candidate and if I selected then, I can work with dedication. If am I selected for this post than I will obey my work pure honestly.



(saurabh pathak)

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