

**Curriculum vitae of Deepak D. Gorivale**.

***FLAT NO-208 PLOT NO-338A SECTOR -11 JUHUGAON VASHI NAVI MUMBAI .***

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**CAREER OBJECTIVE:**

To Consistently Strive for better performance in my area of work and constantly add value to self, organization and society, and to achieve the highest level in the organization hierarchy and to learn and grow with the organization and with in the organization.

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**PERSONAL PROFILE:**

Honest and dedicated always accomplishes the assignments with responsibilities and with best possible inputs to contribute for the development of business, which employs me and proves to be an asset to the organization.

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**STRENGTHS:**

* Firm determination and self-confidence is high.
* Cheerful personality.
* Able to handle challenging job in short period.
* Ability to pick up the things very fast.
* Always willingness to work.
* Admit faults and ready for improvement.
* Positive attitude.

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**Qualification:**

1. **Educational:**

|  |  |
| --- | --- |
| T.Y.B.A. | Mumbai University |
| H.S.C. | Mumbai University |
| S.S.C. | Mumbai University |

**b)Academic:**

|  |  |
| --- | --- |
| Basic computer | Aptech computer vashi |
| Tally E.R.P.9 (CPA) | IIFCA Institutes, Vashi |

**c) Languages known**

|  |  |  |
| --- | --- | --- |
| **ENGLISH** | **HINDI** | **MARATHI** |

**KEY SKILL SETS**

* Worked in SAP/ERP Environment
* Good Communication Skills
* Have Excellent Knowledge of MS office ,i.eExcel/Word/Mailing

JOB PROFILE

* Handling Operation Department of Jabalpur / Satna (MP)
* Preparing MIS for the top management & holding
* Billing on SAP System & Inventory Handling.
* Ordering supplies and keeping track of the usage
* Handling to the daily query / complaint mails/calls  by customers
* Reporting to HODs on Daily/weekly Basis
* Maintained inward & outward records
* Dispatch repair handsets to particulars service centers.
* Preparing MIS for all service centers, BSM & sales Team.
* Making target for Service team daily, weekly, monthly & follow-up with BSM
* Handset spare parts billing to service center in SAP.
* Maintaining & recording accounting entries of day to day transactions
* Maintained Daybook, Sales, Purchase & Stock Registers; posted ledgers
* Receive & verify all invoices & check the same in respects of rates, quantity, material etc.
* Processing Debit Note/Credit Note &General Ledger confirmation from Vendors.
* Handling petty cash for office & site expenses keep update record
* Received and recorded invoices and arranged for the payments
* Scrutiny of Debtors/Creditors Ledgers & Expenses
* Reconciliation of Debtors & Creditors A/c
* Preparing cheques to make payment to parties
* Monitoring day to day bank positions
* Preparation of Bank Reconciliation..
* RTGS,NEFT & bank related work
* Service Tax& TDS calculation
* Handling petty cash for office
* Preparing cheques to make payment to parties
* Monitoring day to day bank positions
* Preparation of Bank Reconciliation

**Organisation-1**

* Name & place : **Lava International Ltd**
* Period  **:**November 2013 to till date
* Designation **: Supply Chain Executive**

**Organisation-2**

* Name & place : **Forays Service & Constructions Pvt. Ltd.** Navi Mumbai
* Period  **:**December 2011 to October 2013
* Designation **: Account assistance**

**Organisation-3**

* Name & place : **Da Lady Apparel** MahapeNavi Mumbai
* Period  **:**Apr 2010 to November 2011.
* Designation **: Clerical work**.

**Organisation-4**

* Name & place : **Garg & Co.(tax consultant)**Navi Mumbai
* Period  **:**April 2008 to march 2010
* Designation **: clerical work.**

JOB PROFILE

* Handling petty cash for office
* Preparing cheques to make payment to parties
* Monitoring day to day bank positions
* Preparation of Bank Reconciliation..

**Organisation-5**

* Name &place **:C. Mahindra Export**. Mumbai.
* Period : March 2005 to December2007
* Designation : **Office Assistant**

**PARSENAL DETAILS**

Name : Deepak Gorivale.

Father’s name : DinkarGorivale.

Date of Birth : 20.12.1984

Place of Birth : Raigad.

Contact no. : 9221292492

Marital status : married

Nationality : Indian

E-mail : gorivale\_deepak@yahoo.in

I assure you, if you gavea chance to work serve you, I will leave no stone unturned in the discharge of my duty.

Hoping for the favor & gratitude to you in the anticipation.

Thanking you

Date : - Yours sincerely (Deepak D. Gorivale)