**Career Objectives:**

* To provide best of my knowledge and talent in the service given by you.
* To deliver the excellence with the team working in the organization.
* Lead the team along with working in the organization.
* Hit the goal with knowledge and time balance.

**Educational Qualification:**

* ***B.Com. ( Maharashtra State Board, Mumbai, March-2004 )***

 Stream-Commerce : 49.86 %

* ***H.S.C ( Maharashtra State Board, Mumbai, Feb-2001 )***

 Stream- Commerce : 53.17 %

* ***S.S.C ( Maharashtra State Board, Mumbai, March-1999 )***

 Result : 58.26 %

**Technical Qualification:**

*1. Tally 9.0(Financial Accounting Program)*

*2. MS-OFFICE*

*3. Typing Speed: 30-35 WPM*

**Work Experience:**

* Currently Working as an Accountant & Admin Manager in “**Synergy Packaging Solutions”** from 16th Dec 2017. (Factory Manufacturing of Corrugated Boxes)
* Worked as Accounts Executive in “**Ideal Movers Pvt. Ltd.”** (Firm register as service provider of Crane hiring service & crane rental service). Period: March 2014 to Dec 2017.
* Worked as Accounts Executive in **RISHIKESH MISHRA & ASSOCIATES** (From March 2013 to March 2014).
* Worked as an Accountant & Admin Manager in **Ampro Forms Pvt. Ltd.** from August 2007 to till Feb 2013.

**Work Profile:**

1. **Accounts:**
* Handling Cash & Bank, Bank Reconciliation, Cheque Depositing & Issuing Vendor Payment.
* Arranging Transport for Delivery of goods. Coordinating with transporter for same.
* Coordinating with Banks
* Passing the Journal, Purchase & Sales entries in tally9.Erp. System & for Excise passing separate Excise entries.
* Solving the Queries of Vendor & Customer Parties.
* Checking the Challan & GRN (Goods Receipt No.) copy.
* Cross Verification of Invoices with Challan & GRN & sanctioning the Invoices for payment after verification.
* Preparing Daily, Monthly Cash-flows.
* Processing the salary of staff & Wages Of Worker.
* Follows up For Payments from Debtors.
* Follows up for Dispatch from Vendor Parties
* Scrutiny of ledgers & Entries in Tally
* Passing Entries as Per GST in systems.
1. **Sales Co- ordination**
* Preparing & Sending Quotations to Parties.
* Coordinating with customers regarding Price, Rate Payment terms & dispatch status of materials through mails & verbal communication.
* Negotiating with customers for Price, Rate Payment terms.

 **C) Purchase Co- ordination**

* Preparing & sending Purchase orders to Vendors**.**
* Coordinating with vendors regarding Price, Rate Payment terms & dispatch status of materials through mails & verbal communication.
* Negotiating with Vendor for Price, Rate Payment terms.
1. **Administrative works**
* Looks up all the administrative works of factory & Office.
* Supervision of Worker Works.
* Planning & arranging Production.
* Arranging all requirements of festivals & other special events.
* Looks up the stock items & placing the P.O. as per requirements.

**Personal Details:**

* ***Name*** : ***Divesh Parshuram Panchal***
* ***Address for Communication*** : Room No. 1, Panchal Chawl ,

Near Parera Compound,

 Kajupada , Borivali (East),

 Mumbai-400 066,

 Maharashtra

* ***Contac No***. : 9819577656
* ***Date of birth*** : 2nd October 1982.
* ***Gender***  : Male.
* ***Nationality***  : Indian.
* ***Marital Status*** : Married.
* ***Languages Known*** : English, Hindi, and Marathi.
* ***Hobbies*** : Singing, Dancing & Reading.
* ***E-mail Address***  : diveshpanchal0@gmail.com

 **Yours truly,**

**Place: Mumbai**

**Date: (DIVESH P. PANCHAL)**