

Gopi Gohel

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Professional Profile

I am an extrovert, friendly and resourceful team player with a sound and optimistic outlook on all things in life. I possess an excellent ability to motivate others; coupled with the ability to communicate comfortably at all levels, therefore ensuring an excellent working environment for all members of the team to perform at their bests. I have a clear, logical mind with a practical approach to problem solving and a drive to see things through to completion. I have a great eye for detail. I am eager to learn and I enjoy overcoming challenges.

Career Objective

My sincerity and loyalty to work with an organization that offers challenging opportunities, growth prospects and provides continuous learning for implementing new ideas and skills to supplement the knowledge gained for the benefit of the organization.

Career summary

05/2017 - Present

**Magson Retail & Distribution Pvt. Ltd.
Account & Billing Executive**

Key Responsibilities

- Preparing the purchase order of vendors and processing them.
- Making sure all the orders are billed accurately and ensuring the smooth delivery by tracking the orders.
- Managing stock of products and making sure all products are stocked accurately and ensuring the expired products is removed from the inventory.
- Making sure all the products are maintained in terms of profit margins and ensuring all the schemes and offers are properly implemented.
- Filling the company claims against the offers and rate difference to modern trade related selling.
- Maintaining the records of sales and ensuring all the purchases are entered accurately into the inventory.
- Preparing monthly and quarterly GST reports for filling.

Education & qualifications

- **Company Secretary (CS)** – ICSI
- **Master of Commerce (M.Com.)** – Gujarat University, 2016
- **Bachelors of Commerce (B.Com.)** – Gujarat University, 2014

Computer Knowledge

- I have in-depth knowledge about MS office especially word, excel, power point.
- I have sound experience working with Tally.
- I am comfortable using BUSY accounting software as well.

References available on request
