

Curriculum Vitae

DHARMENDRA JITENDRA SHAH

House No.896, At- Lonipada,
Reliance Energy Road, Dahanu Road ,
Tal-Dahanu, Dist- Palghar-401602

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Mob No. 7798191613

Carrier Plan:

OBJECTIVE: to secure challenging position in an organization, where I can effectively contribute my skill and full potential as well as for the welfare and development of the organization.

Experience & Works Exposure:

1. VARDHAMAN REMEDIES PRIVATE LIMITED.

Worked experience From May 2017 to Till Date.

System using: Tally.ERP9 software for Accounting & Gmail for mail communication.
Post - Junior Officer – Accountant.

- Accounts payable, purchase bill, Journal entries and transportation bill booking.
- Petty cash handling and record and maintain register.
- Handling all paper work related account & payments.
- Performing Bank reconciliation and cash reconciliation.
- Maintaining of staff salary statement and distribution of salary.
- Preparing vender & other payment via cheque / NEFT / RTGS.
- Handling bank related work & co ordinate with bankers.
- Monthly TDS working & entries in tally ERP 9 .
- Fulfilled CA'S requirement of documents for finalisation.

2. SANJAY R.TIWARI & CO. (CHARTED ACCOUNTANTS),

Post: - Jr. Accountant / Account Assistant .

Worked experience from. (May 2015 to April 2017)

Additional Qualification :

1. Course in “**Basic Computer Knowledge** “From Infolink computer education, Dahanu road.
2. Course in “**Maharashtra State Certificate in Information & Technology** “From Infolink Computer Education, Dahanu.Road (3 Months) , June-2014.
3. Knowledge of accounting packages “**Tally ERP 9.** “ Infolink computer Education, Dahanu Road. (6 Months) , Nov-2015.
4. Browsing, E-mail sending/receiving.& Internet Banking

Educational Qualification:

<u>MONTH&YEAR OF PASSING</u>	<u>Qualification</u>	<u>Institute/School</u>	<u>Result</u>	<u>Percentage</u>
2015	T.Y.B.COM	Mumbai University	PASSED	55.00%
2012	H.S.C	Mumbai University	PASSED	44.14%
2010	S.S.C	Mumbai Board	PASSED	54.00%

Personal Profile:

Date of Birth	06 th July 1994.
Mobile NO.	7798191613 / 8329476778
Gender	Male
Marital Status	Single.
Languages Known	English ,Hindi ,Marathi , Gujrati
Religion	Hindu.
Nationality	Indian

Declaration :

I hereby declare that all information given above is true and written with best of my knowledge.

Place:-DAHANU

Your sincerely,

Date:-

(DHARMENDRA J. SHAH)