

RESUME

APPLICATION



KETAN SANATHRA

GUJARAT. RAJKOT.

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POSITION APPLIED FOR: BACK OFFICE WORK.

OBJECTIVE

- I want to see myself as highly competitive professional to meet new challenges in near future. To work with full devotion and energy this will help me to improve my skills in reputed organization.

COLE STRENGTH

- Excellent communications, presentation & interpersonal skills.
- Hard working creative, dedicated, well-organized, self-motivated, pleasing manners and positive attitude.
- Ability to work in multi – cultural environment.
- Capable of using Computer Software in good speed (Proficient in Tally ERP9, AutoCAD, Ms Office).
- Good knowledge of Tally ERP9 Accounting software.
- Good knowledge of Retail Salesman Cum Cashier in Pharmacy field.
- Good knowledge of Data Analyst in Software Company.
- Good knowledge of Office coordinator in Telecom Company.
- Willingness to learn new things.

ACADEMIC & PROFESSIONAL QUALIFICATION

- ⇒ Passed tally ERP9 Accounting software exam in Aug – 2018 from Gujarat, India.
- ⇒ Passed THIRD YEAR Bachelor of Commerce from Saurashtra University In Mar- 2012 From Gujarat, India.
- ⇒ DCA (Diploma in Computer Application) ECIT – Rajkot, Gujarat, India In Oct-2008.
- ⇒ Diploma in Auto CAD from Autodesk certified institute Gujarat, India in Oct-2007.
- ⇒ Passed H.S.C(12th) – Higher Secondary school level examination in technical subject, Conducted by the Govt. of Gujarat, India in Mar-2005.
- ⇒ Passed Firemen Course Exam from National Fire Academy, All India Institute of Local Self-Government – Vadodara, Gujarat, In Feb-2005.

COMPUTER SKILLS

- ☞ Accounting Software : Tally ERP9.
- ☞ Design and Drafting : AutoCAD2015 (All previous versions also).
- ☞ Operating System : Windows 10 (All previous versions also).
- ☞ A good knowledge of computer Software.

PROFESSIONAL EXPERIENCE

- **In G.C.C :**
 - ✓ **Worked as Back office staff in MileStone Landscaping L.L.C. Dubai Al Quoz. Join on 22/02/2016 To 21/04/18.**
 - ✓ **Worked as Office Assistant in Al Hili Star Electro-mechanical Works L.L.C. (Mep Contracting Company) Dubai since 12/08/2008 to 07/09/2011.**
- **In India :**
 - At Present working as an Accountant cum Auditor in Ami Associates (Accountancy Firm).
 - Worked as **Accountant** with reputed company named SHREEJI ENTERPRISE in Rajkot, Gujarat.
 - ☞ Company creation, Ledger creation, Voucher type creation, Balance Sheet carry forward, Inventory accounting entries, Accounting voucher entries with GST Calculation, adjustment entries & Auditing.
 - Worked as **Data analyst** in reputed software company named Silicon Software in Rajkot, Gujarat, for one year.
 - ☞ Job Responsibility is to analyst the data, (check the data, make a correction & give proper display) the data which typed by data entry staffs, And Data such as international documentary example author books, stories books, novels etc.
 - Worked as **coordinator** Tata Telecom service in Rajkot, Gujarat, for one year.
 - ☞ Duty is to co-ordinate with the staff, substitute the work and give them targets to collect a payment from Tata Telecom Customer, field visiting with field workers, Reporting Head office.
 - Worked as a **Cashier** cum **Accountant** cum **Customer Care** cum **Team Leader** in the Gayatri medical Centre (Pharmacy) in Rajkot, Gujarat, for 7 year.
 - ☞ Maintaining Stocks of Medicines & Surgical products. Retail Selling of medicines and give proper advice regarding medicines to the patients. Gayatri Pharmacy Covering Hospitals Such as:
 - 1) Gokul Hospital (Neurosurgeon, Physician, Ortho) Rajkot.
 - 2) Urocare Hospital (Urologist) Rajkot.
 - 3) Vision Eye Care (Eye specialist) Rajkot.
 - 4) Jash Hospital (Psychiatrists) Rajkot.
 - At present handling back office work in Gayatri pharmacy Rajkot.

RESUME

LANGUAGES

	READ	WRITE	SPEAK
ENGLISH	✓	✓	✓
HINDI	✓	✓	✓
GUJARATI	✓	✓	✓

PERSONAL INFO

Date of Birth : 04/11/1985
Sex : Male
Marital Status : Married
Nationality : Indian

PASSPORT & VISA DETAILS

Passport No : P8070141
Place of Issue : Porbandar, Gujarat
Date of Issue : 01/12/2016
Date of Expiry : 30/11/2026
Visa Status : _____

LICENSE DETAILS

License No. : **1520422**
Place of Issue : UAE, Dubai
Date of Issue : 15/12/2009
Date of Expiry : 15/12/2019

REFERENCE:

Available on Request

KETAN SANATHRA