

Priteshkumar B. Soni

Address:

1930, NAVI KHAKDI,
MAHUDHA,
KHEDA-387335
GUJARAT.

Mobile:7984149220**E-Mail:**spritesh79@gmail.com**OBJECTIVE:**

Build a challenging career in an industry that will exploit my skills to the fullest extent. I want to emerge as a successful, true professional through my 'Can Do' attitude, hard work, confidence personality, high motivation & always willing to work.

EMPLOYMENT DETAIL:**MRF LTD****I currently work here****Operations Assistants**

- On a daily basis, a warehouse operator collaborates with the appropriate parties to review expected deliveries. It's expected that shipments are signed upon receipt, packages are unloaded from incoming trucks, contents are inspected to ensure they're not damaged, and that packages are verified according to orders and invoices. Warehouse operators might also maintain support documentation for all billed invoices.
- Inventory Control - Keeping stock control systems up to date and ensuring inventory accuracy. Controls inventory levels by conducting physical counts; reconciling with SAP.
- Maintain SOP and Shortage/Excess Report.
- Managing and monitoring day to day material service operations.
- Maintain Internal Audit: Store and Accounts Book.
- Basic knowledge about GST & TDS.

MEGHMANI ORGANICS LIMITED**June 2015 to June 2016****Assistant Accountant**

- Accounting of Purchase Invoice and cross verifying the prices and taxes with Purchase order.
- Accounting of sales and Expense with available document.
- Maintain Internal Audit: Store and Accounts Book.
- Follow Up with Marketing, Purchase and Logistics department regularly for proper records and documents & resolving the problem for accounting matter and conveying the same to responsible person at manufacturing plant.
- Liaison with statutory Auditor for various work related to finalization of accounts.

ACADEMIC BACKGROUND:

Master of commerce (Costing and Advance Accounting)	Dharmsinh Desai University	59.25%	Year completed:2015
Bachelor of commerce (Advance Accounting)	Dharmsinh Desai University	66.67%	Year completed:2012
Higher secondary school	G.S.H.E.B Shri Ochhavalal Seth High School	68.00%	Year completed:2009

SKILL

- SAP
- MS Office
- Tally.ERP-9
- Internet Operations & E-mail handling.
- Logistics
- Communications

ACHIEVEMENTS & AWARDS:

- (1) Secured first position in Dharamsinh Desai University, Nadiad in the subject of “Advance Accountancy-1” in F.Y.B. Com and got Medal year 2010-2011.
- (2) Secured first position in Dharamsinh Desai University, Nadiad in the Subject of “Advance Accountancy-2” in S.Y.B.Com and got Medal year 2011-2012.

SOCIAL ACTIVITY:

Member of National Service Scheme NSS (Plantation, Village visit and Blood donation camp)

OTHER DETAIL:

Full Name: Priteshkumar Bhalchandra Soni

Permanent address: Navi Khadki, Near Desai hotel
At: Mahudha-387335, Gujarat (India).

Date of birth: 22ndFebruary, 1992.

Hobbies: Playing Cricket, Surfing Internet, Reading, Travelling and Music.

Language Know: English, Hindi and Gujarati

Ready to re-locate

Reference available upon request

I hereby declare that the above information provided is true to the best of my knowledge.

Yours Truly
(Pritesh B. Soni)

