

# Curriculum Vitae

## Snehal Manubhai Darji

(B.Com., M.Com.)

Sector – 1 / 16, Nirnay Nagar

Ahmedabad – 382481

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**Mobil No:-** +91 9429303317

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### ➤ **Objectives:**

To achieve a challenging position in an esteemed organization and thereby working efficiently and effectively in tune with organizational goals and thus to take my organization & myself to new heights.

### ➤ **Experience:**

- ❖ AT Present I am working in **Kiri Industries Limited** as **Production Assistant** since October – 2009.

#### **Present Work Profile in Kiri Industries Limited in Production Department**

- Daily Batch entry of Liquid Batch, Mixer and Production receipt.
- Log sheet fill up of daily batch.
- Daily mail communication.
- Routine office Administration work.
- Entry of Fitter Maintenance Electric Maintenance in ERP System
- Labour Entry in ERP.
- Preparing production related data (monthly spray dryer details, monthly raw material consumption, monthly liquid and mixer batches data)
- Daily checking of production costing.

#### **Previous Work Profile in Kiri Industries Limited in Store Department**

- Bill Checking and passing of Store Materials.
- Entry of passing Raw Materials bill.
- GRN entry of the Store Materials bill.
- Entry of passing Store Materials bill.
- Physically stock verification of Raw Materials in weekend.
- Collection of sample of Raw Materials from party if any defect in materials.

- ❖ I have worked in **Navgujarat Education Trust & Vidyabhavan Trust** as **Admin. Assistant / Computer Operator / Clerk cum Cashier** for six years.

### **Work Profile in Vidyabhavan Trust**

- English & Gujarati typing of Document like Principals and Trustees meeting minutes and other letters typing.
  - Collect the quotation of different party for annual contract like Computer maintenance, stationery, peon uniform, electric repairing, civil work and made comparative statement of all quotation.
  - Arrangement & Supervising of Sunday Competitive Examination Like Bank, LIC, AIMS.
  - Cash handling of daily routine expense and preparing Cash book.
  - Supervising of electric, civil, color, computer repairing work in college.
  - Follow up to the Government for recruitment of staff and other matters.
  - Follow up to the Gujarat University for recruitment of staff and other matters.
  - Daily routine Banking works.
  - Preparing of TDS quarterly return and filing in the Income tax.
  - Maintain the exam register, electric repairing register, civil work register, form stock register,
  - Arrangement of annual functions, days, seminars, and other festivals of the colleges.
  - Preparing data & statement of interview process.
- ❖ I have worked in **A.R. Enterprise** as **Account Assistant** for one year.
  - ❖ I have worked in **Gujarat University** as **Apprentice Clerk** for seven month on contract system.

### ➤ **Educational Qualifications:**

Degree	Board / University	Year	Result
S.S.C.	G.S.E.B.	1994	Second
H.S.C.	G.H.E.B.	1996	Second
B.Com.	Gujarat	1999	Pass
M.Com.	Gujarat	2004	Pass

### ➤ **Technical Qualifications:**

Degree	Board / University	Year	Result
Office Management	Gujarat	2000	Second
C I C	I G N O U	2002	Second
D.C.A.	Genius Computer	1997	Pass

➤ **Computer Knowledge**

ERP software, M.S. Word, M.S. Excel, M.S. Power Point, Internet, Email

➤ **Personal Details:**

Name	: Snehal M. Darji
Discipline	: B.Com., M.Com.
Gender	: Male
Date of birth	: 10/07/1979
Permanent Address	: Sec-1 / 16, Nirnay Nagar Chandlodia Road, Ahmedabad-382481
Hobbies	: Cricket, Watching informative channel, Music
E-mail	: snehaldarji1979@gmail.com
Contact No	: + 91 9429303317

➤ **Area Of Interest:**

- Administration
- Computer operating
- Store
- H.R.
- Cashier cum Accountant

➤ **Co-Curricular Activities:**

- Working as Supervisor in Sunday's competitive Examination of Bank, LIC, University, AIMS, etc.

**Declaration:**

I hereby declare that all the information given above is true and correct to the best of my knowledge and belief.

**Snehal M. Darji**