

A-301, Rashmi Plaza Cooperative Housing Society Ltd

Talao Road, Diwanmaan,

Vasai (W) - 401202

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Objective:

To excel in field of Accountancy & seeking a secure & challenging career with a progressive Organization utilizing my qualification & experience.

To work in the most challenging position with an organization that provides ample opportunities to learn and to contribute.

Qualification:

- C.A Inter Exam Appeared.
- B. Com, Second Class from Dalmia College (Mumbai University) in March, 2003.
- S.S.C., First Class from Children's Academy School (Maharsahtra Board) in March, 1998.

Computer Proficiency:

Proficiency in the operation of MS – Word, Excel, Internet, Tally, & Software data entry.

Work Experience:

From December 2023 till date

Working as an Accounts Assistant & Inventory Manager in “**Shreeji Cosmec India Pvt. Ltd.**” at Andheri West, Mumbai.

Work Experience:

From September 2008 to November 2023

Working as cost Accountant in one of largest DTC Import Export Diamond Company “**Kiran Gems India Pvt. Ltd.**” at BKC, Mumbai.

Job Profile:

- ❖ Inventory management and stock.
- ❖ Entries in Software.
- ❖ To make Costing Sheets (in Excel)
- ❖ Entries in tally
- ❖ Petty Cash and Bank.

From June 2005 to August 2008

Worked with Import Export Diamond Company “**Supergems India Pvt. Ltd.**”
as Account Assistant at Panchratna, Mumbai

From May 2003 to May 2005

Worked with CA Firm “**Mukesh shah & associates**” at Kandivali, Mumbai

Personal Skills:

- Self motivation
- Hard Working
- Quick Learning Ability

Personal Details:

- Date of Birth : 15th Feb 1983
- Marital Status : Married.
- Religion : Hindu.
- Caste : Gujarati (Vaishnav)

Language Known:

English, Hindi, Marathi, Gujarati.

(DEVESH RAMESH MALKAN)