

# RESUME

## **RAKESH PRAKASH CHANDALIYA**

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### □ OBJECTIVE

To pursue a career in an organization where there will be opportunities to contribute by employing my skills and knowledge, in order to build a long-term relationship with the organization.

### **PERSONAL PROFILE**

- Name : Rakesh Chandaliya
- Father's Name : Prakash Chandaliya
- Mother's Name : Lali Chandaliya
- Date Of Birth : 07-11-1988
- Permanent Address : Room No.28 Muranjanwadi
- chawl tunga village near Valmiki
- temple s. v . road mumbai - 400072
  
- Sex : Male
- Marital Status : Unmarried
- Nationality : Indian
- Languages Known : English, Hindi, Marathi
- Passport no. : P6544816

□ **EDUCATION PROFILE**

<b>Examination passed</b>	<b>Board / University</b>	<b>Name Of The School / Institute</b>	<b>Year Of Passing</b>	<b>% Age Of Marks</b>
S.S.C.	MAHARASHTRA BOARD	SHIVAM VIDYA MANDIR HIGH SCHOOL	2008	52%
H.S.C.	MAHARASHTRA BOARD	Mumbai University	2012	49 %
T.Y.B.COM	MUMBAI UNIVERSITY	Mumbai University	2018	50%

□ **KNOWN COMPUTER SKILL:**

- Advance Exel (Vlookup, Hlookup, Pivot Table, ect.) & TALLY ERP 0.9 DONE)

□ **WORK EXPERIENCE:**

- Work In Under CA 1 Year
- Junior accountant in Royal Tissue Products (1 year)
- Accountant in Shubham Marketing from (3 years)
- Back Office Executive at Antarrashtriya Pvt. Ltd
- Purchase Executive & Storekeeper at Redpine Peninsula Hotel (1.5 year)

## RESPONSIBILITIES:

- Maintaining Books Of Accounts.
- Maintaining petty cash transaction and voucher ect.
- Preparing outstanding report.
- Handling overall operation of the office.
- Handling Sales and Purchase.
- Billing and Handling purchase order
- Making PO (Purchase order)
- Maintain inventory & Follow-up

## DECLARATION

I hereby declare that above statements are true to the best of my knowledge & belief.

Date: 4-2-2024

Place: Mumbai