

# PRAKASH G. GURUNANI

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Dahod-Gujarat, India.



Experienced Cashier cum Data entry, Indoor & Outdoor Sale with Banking and Warehouse Stock Assistant, Invoicing Data Entry, Customer Service & Back office cum Receptionist, Administration Assistant, Account Assistant 12+ years of experience providing quality work and honest services to company & clients. Dedicated to remaining up to date with the latest accounting service & JD, CLOUD CLIETN, TALLY PRIME software trends. Bringing forth advanced technical abilities and the desire to provide clients with the best and most pleasurable COMPANY experience possible.

## Work Experiences

### ALAKHNANDA STONE QUARRY – Dahod-Gujarat, India

Jul 2022 - Present

*Account Assistant*

Popular curing company, known for offering a wide range of Road kapachi services to clients across India

- assistant working Tally prime software
- Managing Company supplier files
- Performing various sale E-Invoicing TDS – TCS,
- Always maintained a supplier A/C and Bank Reconciliation work
- Aimed to provide clients with the best customer service possible.
- Performed different Weekly and Monthly Report to Management.
- Preparing for Monthly Attendance and submit to salary sheet to Management.
- Preparing Manual bookkeeping and keep records for cash flow

### URBAN CRAFT WOOD MANUFACTURING - Dubai, UAE

Nov 2019 - Jun 2022

*Administration Cum Account Assistant & Client Customer Service*

Profile wooden, all kind of the top-rated place listed as wardrobe/kitchen/vanity unit Care in Dubai.

- Utilized advanced technical skills to achieve beautiful Present for Proposal.
- Performed as per client request sample and submit to client get approval with signature and start for production work on site.
- Supervising workers to provide client think on time & cleaned, cut, paint and polished wood for both sides.
- Before starting production make contract as per approve & sign by boatside get 50% payment before start working.
- Provided refreshments and other requests to ensure customers comfort and convenience.
- Sanitized tools & safety kit carry all worker during stie working and cleaned station after shift.
- Monitored and recorded weekly supplies inventory. Alerted Company Manager when stock ran low.

### M & J Gents Salon - Dubai, United Arab Emirates

Mar 2014 – Oct2019

*Archive Clerk & Account Assistant*

Popular men's salon, known for offering a wide range of grooming and spa services to clients across Dubai

- Pro assistant work.
- Managing salon & staff files
- Performing various Customer Service Online & Telephonic
- Always maintained a clean and sanitary work environment.
- Aimed to provide clients with the best customer service possible.
- Providing Salon all kind of Product every time to keep stock.
- Maintaining each staff sale report and attendance end of the month
- Built a clientele consisting of 90% return clients.

### AI MAYA GROUP - Dubai, United Arab Emirates

Sep 2011 - Mar 2014

*Invoicing Data Entry*

Popular Dubai company, known for offering a wide range of Road all kind of home & cloth product across UAE

- Provided 50 Carrefour UAE Invoicing data entry As per sale person order (socks, jeans, undergarment, lady & man PJ & JACKET, which included removing old stock & pushing back Coworker and Warehouse Manager, and providing invoicing to delivery for each carrefour on time reason avoiding to plently.

**GREEN CASTLE TRADING LLC - Dubai, United Arab Emirates**

Sep 2009 - Sep 2011

*Indoor & Out Door sale ,banking and Wearhouse supervisor*

Dubai base company, known for offering a wide range of Trimming lase cloth product across Russai, Niger &amp; UAE

- Provided high-quality Niger style & designing cloth goods , Trimming lase & Silk Satin Import and export RUSSIA & NIGER, which included removing Up Coming design & old design, during Wearhouse supervisor keeping cleaning & maintain easy way get stock every month submit to stock report to Management and After warehouse duty visiting shop and remove sample which not available stock so not getting mistake for sale person during sailing & which slow moving goods sample visiting for near shop or market to get order

**HBN DAIREES & ALLIED LTD - Dahod-Gujarat, India**

Jun 2007 - Sep 2009

*Cashier cum Data Entry Clerk*

Popular Gujarat base Finance company, known for offering a wide range finance chain business across Gujarat

- high-quality human Chain & Policy finance business, handling cashier and visiting weekly branch collection and 1 year working policy data entry clerk and updated them premium and end of the day and monthly submit reporting branch Manager

**Education Level****BEACHELOR OF COMMERCE (B.COM) – Gujarat university -Ahmedabad**

Mar 2004 - Apr 2007

*Certificate of B. COM & TALLY in accounting course*




- Navjivan Arts & Commerce Dahod -Gujarat University

**R&L PANDYA HIGH SCHOOL - Dahod-Gujarat, India**

Mar2001 - Mar 2004

*High School Diploma in Secondary Education***Skills, Achievements & Other Experience**

- **Hard Skills:** UAE Valid Driving License (**3923410 Expired- 29-4-2026**) ,Fast Learning Any Kind Of Software , Microsoft excel ,word, paint & online site operating , like to team work and active & stand all kind conditioning , Cashier ,customer service.
- **Other:** Passport no :H0680818 / MARITAL STATUS : SINGLE / PAN CARD : A0FPG2077N / OTHER INTERSTE : PLAYING ALL SPROTS & OUT DOOR CAMPING , WATIHING MOVIE / BELOW SHOT PORTFOLIO

			
<b>CASHIER</b>	<b>INVOICING &amp; DATA ENTRY</b>	<b>ACCOUNTS ASSISTANT</b>	<b>DUBAI DRIVING</b>

Yours Faithfully,

**Prakash G. Gurnani**