



SHUBHAM LALWANI

Sonapur, Dubai

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DOB 17/08/2001

Objective

To Acquire A Challenging Position In An Environment Where I Can Best Utilize My Skills And Education.

Experience

New West Zone Supermarket, Dubai

Oct 2021 - Still Working

Supervisor

Maintain warehouse order.

Maintain inventory

Raise purchases of goods received from warehouse.

Proper display of goods.

Involve in customer services.

Pagariya Jewellers, Jaora

Oct 2020 - Sept 2021

Accountant

Maintain stock movement

Make purchases of goods received from suppliers.

Make sale invoice of goods sold to customer.

Present all inventory reports to the owner.

Bhandari Steels

Oct 2020 - Sept 2021

Accountant

Maintain stock movement

Make purchases of goods received from suppliers.

Make sale invoice of goods sold to customer.

Present all inventory reports to the owner.

Dhanshree Agency

June 2018 - Sept 2021

Accountant

Maintain stock movement

Make purchases of goods received from suppliers.

Make sale invoice of goods sold to customer.

Present all inventory reports to the owner.

Education

Vikram University, Ujjain

B. Com

2021 — 68%

Saint Paul Convent School, Jaora

12th

2018 — 80%

Saint Paul Convent School, Jaora

10th

2016 — 82%

Skills

- MS Office (Word, Excel, Outlook, Powerpoint, OneNote, Access)
- Tally Erp 09

Language

English (Fluent) , Hindi (Fluent) , Sindhi (Fluent)

Declaration

I hereby declare that all the information contained in this resume is in accordance with facts to my knowledge. I take full responsibility for the correctness of the information.