

RESUME



Viral Solanki

(Branch Accountant Cum Cashier)

Contact: +919904633466

Address: 3 Gitanjali Society, Jesar Road, Savarkundla, Gujarat, India.

Email: viralsolanki23@gmail.com

Personal Details

Date of Birth: 23/06/1988

Sex: Male

Nationality: Indian

Marital Status: Married

Languages Known:

English, Hindi, Gujarati.

Hobbies

Management, Banking, Tour ,

Computer programming, Drawing,

Web surfing, Event management.

Skills & proficiencies

Accounting & Finance, Recovery

Interpersonal Communication,

Time Management, Telephone

Etiquette, Customer Service &

Focus, Adaptability, Decision

Making & Problem Solving,

Data Entry & Data Management.

Career Objective

I am seeking a competitive and challenging environment where I can serve your organization and establish a career for myself.

Experience

- I Have Currently My Working has a in charge **Branch Accountant cum Cashier** from **Bhavnagar District Co-operative Bank Ltd** Savarkundla, from 18-06-2013 to Continue.
- I Had Completed My Working in 24-5-2011 to 07-12-2012 at DRDA Has a (**Agriculture Expert**) Surendranagar, Gujarat.

Currently My Work Description

- Handle cash, credit or check transactions with customers
- Scan goods and collect payments
- Issue change, receipts, refunds, or tickets
- Redeem stamps and coupons & Filing
- Count money in cash drawers at the beginning and end of shifts to ensure that
- Public Dealing & Bag items carefully & Gold loan Documentation.
- Maintain clean and tidy checkout areas & also other office work
- Answer customers' questions and get a manager if answer doesn't solve the issue.
- FD, Fd Loans, Saif deposit Walt (Locker) Operating & Maintain.
- Handle all types of Banking and office work for only one man.

Academic Profile

- I Had Completed My PG (**M.B.A**) with rural management, From Gujarat Vidhyapith Ahmadabad, Gujarat, and with-64.10%. 2011.
- I Had Completed My UG (**B.R.S**) from Bhavnagar University. With 58.50% 2009.
- **H.S.C.** passed in 2006 from Gujarat Higher Secondary Educational Board, Gandhinagar, with- 62.71 %.

Computer Skills

Systems Administration, Internet & Networks, (Windows 7, 8 and 10), M.S Word & Excel & Power point, Formulas and functions All types of online Software, Email, Social Media, and Blogging, Spreadsheets and Databases, Backup Management, Documentation, Installation.