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| **Curriculum Vitae** |

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| **Name** | : **Khode Sanjay Ganeshbhai** |
| **Address** | : B-158,Tejendra Prakash Soc., Part-2, Nr. Vidhyaniketan High School,  KhodiyarNagar. Ahmedabad – 382350. |
| **E-Mail ID**   | : **khode.sanjay@yahoo.com** |
| **Mobile** | : **9624419189** |
| **Date of Birth** | : July 06, 1985 |
| **Gender** | : Male |
| **Nationality** | : Indian |
| **Religion**  | : Hindu |
| **Marital Status** | : married |
| **Mother Tongue** | : Kshatriya  |
| **Languages Known** | : Hindi, English, Gujarati, Marathi |

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| **::: Objectives in life :** |

Work in innovative and challenging environment to dedicate myself for the work undertaken andutilize my efficiency at fullest.

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| **::: Profile :** |

I have an excellent capabillity of understanding as well as solving a problem using my analytical,quantitative and logical skill. I am hardworking and always anxious for acquiring knowledge from the sourcearound me which help me learning more in a small span of time. I am gentle, polite and optimistic in nature and holdGood communication and interpersonal skills.**Work Experience** **1.****Company Name : Rabatex Industries Pvt. Ltd.****Designation :** Account Assistant**Duration :** 15/01/2015 To till Date **Job Profile:*** Handling day to day accounting of Accounts Payable All type invoice booking Sale, purchase & Expenses.
* Conversant with the indirect taxes Like VAT, TDS, Service Tax etc.
* Vendor Invoice check & booking in Tally
* Vendor ledger Reconciliation
* Going through collection process say Accounts Receivable handling day to day bank reconciliation

**2.****Company Name : Jindal Fabric Inc.****Designation :** Account Assistant**Duration :** 02 years**Job Profile**:* Handling day to day accounting of Accounts Payable All type invoice booking Sale, purchase & Expenses.
* Conversant with the indirect taxes Like VAT, TDS, Service Tax etc.
* Going through collection process say Accounts Receivable handling day to day bank reconciliation

**3.****Company Name : Devangi Infrastructure Pvt. Ltd.****Designation :** Account Assistant **Duration :** 05 years**Job Profile:*** Handling day to day accounting of purchase & sales billing booking.
* Handling clerical filling, record database of manual stock register & cash expenses entries etc.

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| **:::Computer Skills :** |
| M.S Office | M.S. Word, M.S. Excel, M.S. Power Point, M.S. Paint |
| Tally.ERP 9 | Tally.ERP 9 In Tally academy  |

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| **:::Educational Details :** |
| **Degree** | **Board/University** | **Percentage** | Class | Passing Year |
| **S.S.C.** |  G.S.E.B Gandhinagar | **54.00 %** | Second | 2003 |
| **H.S.C.** |  G.S.E.B Gandhinagar | **50.00 %** | Second | 2005 |
| **I.T. & E.S.M** |  NCVT / I.T.I., Prantij | **70.00 %** | First | 2007 |
| **B.Com.**  |  BAOU  |  **56.00 %** | Second | 2010 |

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| **::: Other Information :** |
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| **Strength** | : Ability to work in a team and different environment.  Better Understanding & Convincing Power. |
| **Willing to Relocate** | : Yes |
| **Preferred Location** | : Any |
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**Thanking You, Yours faithfully,**

 **(Sanjay G. Khode)**