

Parth
Makwana

Mo:- 9662009932

Makwanaparth2990@gmail.com

2/Vallbh Nagar Society,
Opposite Kalyan Bank,
Kalol -382721

Personal Data

D.O.B. : 12/12/1992

Gender : Male

Marital status:

UnMarried

Nationality : Indian

Career Objective

Seeking opportunities to perform, lead, manage and achieve professional excellence to remain competent & proficient and belong to an efficient, highly result-oriented team that will take the company’s existing resources further towards profitability in the chosen business.

PROFILE SUMMARY

Around 5 years of experience in Sample Coordinator & Account Assistant

SOFTWARE PROFICIENCY

- ✓ Savio ERP, Tally ERP9.
- ✓ MS Excel, MS Word, Power Point,

EDUCATION SUMMARY

- ✓ BBA In year 2012 with 55% - N.P.C.C.S.M, KADI
- ✓ H.S.C In year 2009 with 67% - S.V.V - KALOL
- ✓ S.S.C In year 2007 with 45% - S.V.V - KALOL

KEY RESPONSIBILITIES AREAS

CEDAR DECOR PVT LTD

- ✓ All Invoice Checking, Scanning, Uploading and Booking in ERP System
- ✓ Make PO (Purchase Order)
- ✓ Make GRN
- ✓ Consumption Entry in ERP
- ✓ Make Sales Invoice
- ✓ Make Branch Transfer /Job work Challan
- ✓ Inward Entry In Excel.
- ✓ Vendor Creation in ERP system
- ✓ Good Relationship with Clients and Transporters
- ✓ Day to day Dispatch Planning and Reporting to the management
- ✓ Attend clients dispatch related Queries.
- ✓ Production Report and QC Report to Management
- ✓ Internal relationship management with other Departments
- ✓ Production, Planning and Finance Department.
- ✓ checking the Party order Ready material List with actual target Date (Planned Date)
- ✓ Responsible to Coordinate with Sales person- Factory and support all activities of order execution/after-sales service

WORKING EXPERIENCES

- ✓ Bio Tech vision Care Pvt Ltd (Jun 2016 to Feb 2017)
- ✓ Cedar Décor Pvt Ltd (Jun 2018 till Date)

