

CURRICULUMVITAE



Personal Details

- FULL Name :- Mr. Devdutt Maheshkumar Acharya
- DOB :- 28th July 1975
- Marital status :- Married
- Language known :- English, Hindi, Gujarati, Sanskrit.
- Address :- Hanumant Hospital, Neswad Devaliya Bypass, Mahuva[364290]
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Objective

To seek a challenging career in professional and dynamic growth oriented organization, which provide me an opportunity to apply my administrative skills, which I have acquired throughout my career.

Personal Attribute

Knowledge of ACCOUNTS & ADMINISTRATION skills, Possess adequate level of inter-personal communication skills and Hardworking. Capable of taking any kind of responsibility and effective work to meet organizational goals.

Professional skills

- ACCOUNTS & ADMINISTRATION skills,
- inter-personal communication skills,
- organize multiple tasks,
- Good hands on PC to prepare reports and required documents.

Educational qualification

Sr. no.	Course with outcome	University	Percentage
<u>1</u>	Bachelor of Commerce [Advanced Accounting & Auditing]	Saurashtra Uni. Rajkot [in 1995]	56.14%

<u>2</u>	Diploma in Computer Science Application Packages- MS Office (Excel, Word, Outlook etc) Accounting Package- SAP (MM & FI Modules)	Saurashtra Uni. Rajkot [in 1996]	57.57%
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Experience

Sr. no.	Company Profile	Position	Responsibilities	Duration
<u>1</u>	Working partner Government Contract Junagadh	Working partner	Uniform and Row Material supply, Grocery & Food supply,	Jan 96 – Oct 02
<u>2</u>	Dr. Subhash College of Physical Education : Junagadh	Clerk	Correspondence with university & higher education commissioner & regional director NCTE at Gandhinagar & Bhopal. Maintain of Daily books & all Accounting activity, Banking, Making of Payroll, Maintain Library register & Dead stock register, Purchase, collection student fees & enlistment in university, Maintained proper communication between all Dept. & Management.	Nov 02- Sep 08
<u>3</u>	Ultra Tech Cement LTD	Store Manager	Maintenance of stock, regular billing, complete network of Junagadh & Rajkot District, Handled 64 stockiest & dealers, Communication between stockiest, Dealers, Regional Office. Regular reporting to HO. (SAP MM Module) Special Achievement was against regular sell of 800 MT P/Month Achieved 2400 MT P/Month	Sep 08- Apr 11
<u>4</u>	Divya Bhaskar (Rajkot & Junagadh Unit)	Account Executive & Cashier	Vendors & Customers Receivable & Payable Handling, Day to day cash transactions, Banking, Reconciliation of bank & cash, Expense vouchers booking, Cash flow, Daily reporting to HO, Budget Working for Every Month	Apr 11- Jan 23

			Books Close Take Provision, Liabilities & Receivable Customer Data. Quarterly Audit & ABC Audit Data & Interact with Auditors (SAP FI Module)	
5	Hanumant Hospital and Nursing Institute: Mahuva (Managed By Pidilite Industries Ltd.)	Assistant Account Manager	150 Beds Super Specialty Hospital Accounts work and also Vendor payment, Cash flow, Daily reporting to Management, Budget Working for Provision, Liabilities & Data. Quarterly & Yearly Audit Data & Interact with Auditor. Bank Reconciliation, Maintained proper communication between all Dept. & Management. Work in Tally Prime Gold	Feb 23 – till today

Note: - Professional Reference Available on Request.