

ANIL BARIYA[B. COM]

A-11 Sobhraj Park, Nr. Radhe Complex,
Dabhoi, Vadodara
Email Id –anil221297@gmail.com
Contact no. +91-7016009287

Career Objective –

To get associated with an organization, which provides me an opportunity to do something challenging & interesting that helps me in improving my knowledge as well as skills & further achieving organizational goals.

Experience –

1. Company: Amar Industries, Vadodara.

Post: Assistant Admin Executive
Duration: AUG-2022 – PRESENT.

Job Profile –

- To manage purchase orders and look after its manufacturing and dispatch.
- To look after the quality of the material manufactured.
- To ensure that the transporter has delivered the goods at correct location and time.
- To order raw material needed for production of the goods.
- To establish and maintain the contacts with the clients and update them with the current status of their purchase order.
- To make invoices and e-way bill for the materials dispatched.

2. Company: Electrical Research and Development Association (ERDA), Vadodara.

Post: Assistant Admin Executive (Third Party Contract)
Duration: Jan 2021 –Aug 2022

Job Profile –

- Collect Attendance of services provider's and contractor's employee from various sections to cross check their attendance with attendance register and attach statutory document with invoices/ Bill & Process for Monthly payment.
- Do the new Joining formalities of contractor Employee and also, check Legal Statutory compliance of contract employees.
- Process travel requisitions for providing travel facility to company employees as per their request through ERP and By Mails.
- Provide support to Dispatch function to make entries for incoming /outgoing letters, Courier's letter and reports dispatching on daily basis and for updating dispatch records to complete the Registering Letter to Concerned as per address details.

Technical Skills –

- Microsoft Dynamic NAV 2016 (ERP)
- Microsoft Office
- CCC

Educational Qualification –

Course	Institution	Year	Result
Bachelors of Commerce in Financial Management	Shri Govind Guru University	2020	70.00%
HSE – Commerce (12th)	GSHSEB, Gandhinagar	2015	52.00%
SSC (10th)	GSEB, Gandhinagar	2013	67.50%

Key Strength

- Adjustable as per Environment
- Recruitment, Billing (Payment), General Personal & Administration Activities.

Personal Details –

Permanent Address: A-11 Sobhraj Park, Nr. Radhe Complex,
Dabhoi, Vadodara
Date of Birth: 22/12/1997
Languages known: English, Gujarati and Hindi

Declaration –

I hereby declare that all the information given above is true to best of my knowledge.

Anil Bariya

