



MUKESH BHAGAT

CONTACT

DURGAPUR, MAIN GATE GT ROAD
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20 09 1989

INDIAN

SKILLS

Microsoft word
Microsoft excel
Powerpoint
Tally erp 9

LANGUAGES

Hindi Native

English C2
Proficient

Arabic B2
Upper intermediate

Bengali C1
Advanced

ADDITIONAL INFORMATION

I have done 6 month vocational training program in MOBILE REPAIRING course , I have done 2 years CAAM (Computer Assembly and Maintenance) Course vocational training program.

PROFESSIONAL SUMMARY

Skilled Pharmacy Assistant brings 7 years of experience in retail pharmacy environments. Dedicated to maintaining smooth operations and helping customers with individual medication needs. Highly responsible in dealing with controlled substances and kind with customers of backgrounds. Organized Accountant with 5 years of managing accurate accounting information, tax return support, bookkeeping and corporate operations. Astute financial professional with keen eye for detail and high level of integrity. Works well in large teams in corporate environments. Adept at managing budgets, payroll, invoicing and general accounting functions. Instrumental in keeping business operations fully compliant and working within budgetary guidelines.

WORK HISTORY

Pharmacy Assistant 12/2016 - Current
Al nahdi medical company - Khamis musyt , SOUDI ARABIA

- Received incoming controlled drug supplies, storing within correct, secure locations.
- Minimised patient waiting times through excellent prioritisation and multitasking.
- Diligently provided safe and correct transfer of dispensed items to appropriate patients.
- Managed new stock deliveries, ensuring correct drug supplies and safe medication storage.
- Kept pharmacy counter and related areas clean, neat and organised.
- Greeted customers and provided friendly, knowledgeable healthcare advice and service.
- Merchandised counters with attractive displays to increase pharmacy sales.

Accountant 05/2011 - 07/2016
SUNITA INFOTECH PRIVATE LIMITED - Durgapur, India

- Reconciled accounts from income and expense data to net worth and assets.
- Prepared VAT and income tax forms for commercial and individual clients.
- Created periodic reports comparing budgeted costs to actual costs.
- Created quarterly and yearly balance sheets to track financial trends and performance.
- Maintained integrity of general ledger, including chart of accounts.
- Prepared monthly bank reconciliations with [Number]% accuracy.
- Reviewed and processed employee expense reports and vendor invoices for payment.
- Accurately documented all cash, credit, fixed assets, accrued expenses and line of credit transactions.
- Liaised with and managed relationships with external auditors to prepare excellent audit reports.

EDUCATION

Diploma In Computer Application: MS WORD ,MS EXCEL , MS POWERPOINT
West Bengal State Council Of Technical Education – Durgapur, INDIA

Tally financial Accounting course : Tally ERP 9
Tally Academy – Bangalore, India

Post Graduate Diploma In Bussiness Administration : FINANCE AND
MARKETING
SYMBIOSIS CENTER FOR DISTANCE LEARNING – Pune Maharastra, India

Bachelor of Commerce : Commerce
BURDWAN UNIVERSITY – Durgapur west bengal, India

HOBBIES

I like to play Cricket and watching movies

ACCOMPLISHMENTS

While working as a pharmacy Asistant in AL nahdi pharmacy in soudi arabia
I got Best private level seller Award for Achieving Target in selling
companies product .