RESUME

**Sanjay Sharad Patil**

**Aspirant For: Accountant**

CAREER OBJECTIVE:-

To obtain a job within my chosen field that will challenge me and allow me to use my education, skills and past experiences in a way that is mutually beneficial to both myself and my employer and allow for future growth and advancement.

**WORKEXPERIENCE**

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| **PRATIK NAVLAKHA AND ASSOCIATES (Chartered Accountant)**  07,Laxmi Abhishek Apartment, Rajendra Nagar, Navi Peth Pune- 411030.  **Duration** – 21 Nov 2015 To 10 Dec 2016  **Designation** – Account Associates.  **Responsibilities And Achievements:**   * + All Tyeps Company audit working.   + Preparing for audit and tax assessment releted documents.   + M-Vat, Income Tax Return Filling and Vat Audit and Tax Audit Working.   + Knowledge in Excel, Word etc.   + Email and Banking Transaction.   **Name of Organization- PROMECH AUTOMATION PVT. LTD.**  **Duration –** 05 Jan 2017 To 03 August 2017  **Designation –** Accountant.  **Role and Resposibility**- |

* Inword chalan entries.
* Outword chalan entries.
* Purchase entries.
* Sales entries.
* Receipt & Payments entries.
* All Party record’s.
* Items entries.
* Filing bill in box file.
* Labour charges bill’s.
* Cheque Record Keeping.
* Budget Addition in system.
* Invoice Generation in System.
* Work Permit.
* Attendance Checking.
* Salary Slip.
* Dilevary Challan.
* Bank cash collection.
* Labour Purches Order.
* Cash Record.
* Vat calculation.

**Shriram Transport Finance Co. Ltd.**

**Duration –** 07 Oct 2017 To 01 Fed 2018

**Designation –** Trainee- Relationship Executive.

**OTHER SKILLS AND CERTIFICATES**

Computer Skills:

* Microsoft XP applications (Word, Excel, Office,)
* Tally 7.2, Tally-9, Tally ERP 9, etc.
* E-mail and suffering webs etc.

**Language Skills**

* Marathi, Hindi and English.

**INTERESTS AND ACTIVITIES**

* Watching News, Listening songs, swimming, etc.

**EDUCATION HISTORY**

* July 2014-15 :**M.Com Pune University Pune, : 66.88 %**

*SCOAC PUNE.*

* March2012-13 :**B.Com Shivaji University Kolhapur, : 53.50 %**

*Atpadi College Atpadi*

* February 2009-10 :**12th Pune Board, : 44.83 %**

*Shrinath Vidhyalaya Borgaon.*

* March 2007-08 :**10th Pune Board. : 56.30 %**

*Shrinath Vidhyalaya Borgaon.*

**PERSONAL DETAILS**

Current Address : At/Post- Jambud, Tal- Malashiras, Dist- Solapur

Mobile : +91 9011409948.

E-mail : sanjayspatil2013@gmail.com

Date of Birth : 29 June 1992.

Nationality : Indian

**I hereby declare that above information is true and correct as per best of my knowledge.**

Place : PUNE Yours Faithfully,

Date : / /2018 (MR. SANJAY PATIL)