**Nilesh**

**E–Mail: - nilesh.358664@2freemail.com**

**Career Objective**

A trained professional with great familiarity and hands-on experience in planning, coordination of utility Billing & execution an organization. To be a professional F & A Executive who is able to tackle the challenging responsibilities that are associated with this career.

Strengths:-

* Strong observational, analytical and communication skills are my forte.
* Easily get involved in the surroundings.
* A perfect and active team player.
* Excellent problem-solving skills.

Education.

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| --- | --- | --- | --- |
| **EXAM.PASSED** | **BOARD/UNIVERSITY** | **YEAR OF** **PASSING** | **% OF MARKS** |
| **S.S.C.** | **AURANGABAD DIVISIONAL BOARD** | **MARCH-1995** | **47%** |
| **H.S.C.** | **AURANGABAD DIVISIONAL BOARD** | **MARCH-1998** | **51%** |
| **B.COM.** | **Dr. Babasaheb Ambedkar Marathwada University, A’bad.** | **March-2001** | **53%** |
|  |  |  |  |

Computer skills:-

 Knowledge of Win 7, Vista & XP, MS Office (MS Word, MS PowerPoint, MS excel and Outlook), Industrial SAP orientations

Resume Summary.

1. **Experience in MSEDCL A’bad - As a Executive ( Store ) Apr-98 To**

 **Feb-2011. ( Contract Basis )**

1. **Experience in GTL URJA A’bad - As a Store Keeper ( Store ) dept.**

 **1st April-2011 to present.**

Proficient Skills for Store Process

1. Monitoring and maintaining current Store levels, ensuring quantities that appear in the system are accurate for planning of purchase, promotions and marketing activities.
2. Ensuring adequate Store of product in accord with inventory cycle.
3. Coordinates and manages daily physical cycle counts and reconciles if actual counts reports.
4. Preparation of monthly consignment sales report to be submitted to supplier. Monthly Information System. (MIS)
5. Preparation of daily Store sheets in all location every end of month.

Proficient skills for Utility Billing Process

* Proficient in MS Word, MS PowerPoint, MS excel and Outlook, Oracle. Tally 9.0, SAP.
* Data gathering & Analysis
* Paying attention to details.
* Well versed with monitoring monthly bill generation process.
* Having good exposure in handling individual customers and also collections.

Personal Details

**Nationality - Indian**

**Date of Birth - 05/08/1980**

**Gender - Male**

**Hobbies - Reading, watching TV, Travelling etc.**

**Marital Status - Married**

**Nationality - Indian**

**Languages Known - English, Marathi, Hindi.**

**Passport - Available**