**Abhay**

**Email:** **abhay.156274@2freemail.com**

**cell : C/o 0504973598**

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| ***OBJECTIVE*** |

Intend to build a career with leading corporate of Hi-Tech environment with committed & dedicated people, will help me to explore myself fully and realize my potential. Willing to work as a key player in challenging & creative environment.

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| Educational Qualification :- |

* Bachelor of Commers (Pune, India) PUNE Univercity Passing year 2011.

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| **Computer Knowledge :-** |

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| Courses | Year | Percent/Grade |
| **MS-CIT ( MS OFFICE )** (Word,Excell,Power point,Outlooks, PDF.etc) | 2004 |  70% |
| **DIPLOMA IN INFORMATION TECHNOLOGY**(MS OFFICE,C,VB6i,ORACAL, FOXPRO,Word,Excell,Power point,Outlooks.) | 2003 | 84% |
| **SOFTWARE TESTING CERTIFICATES** ( Black Box Testing, Mannual Tesyting) | 2008 |  Certification Pass |

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| **Total Experience :- 9 Years** |

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|  Name of Company | Designation | Duration | Place |
| **NDPATIL CORPORATION, BHUSAWAL** | **STOREKEEPER / CONTRUCTION MATERIAL HANDLER**( work on Excell Sheet ) | Dec 2015 to Till Date | **Bhusawal,India** |
| **AL HILAL POLYETHYLENE PIPE INDUSTRY L.L.C.** | **STORE ACCOUNTANT**( work on ExcelSheet & Focus Software ) | Jan 2015 to Oct 2015. | **Sultanate of Oman** |
| **SHREE SIDDHIVINAYAK HOSPITAL& TANISHKA POLYCLINIC** | **ACCOUNTANT** ( work on Excel & TALLY Software ) | Jun 2012 to Nov 2014. | **Bhayandar(East) India** |
| **HOTEL SAGAR PLAZA PVT. LTD..** | **ACCOUNT ASSISTANT** ( work on Excel & IDS Software ) | August 2011 to May 2012 | **Pune (India**) |
| **PAT COMPUTER SERVICES** | **COMPUTER OPERATORS** Bank Account work on Word,Excel, PPT,Outlook, BIBAS Software, TCS Software(Core Banking)  | March 2007 to Jun 2011 | **Pune (India)** |
| **C.A. FIRM**  | **ACCOUNT ASSISTANT** ( Account & Tax) Work on Excelsheet & Word Document & PDF. | Dec 2005 to Dec 2006 | **Bhusaval ( India)** |

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| **Responsibilities & Duties :-** |

* Maintain Received Cement bags, Bricks, Sand, Industrial rocks powder, Big size rocks, Medium size rocks, Metal Bars, Metal Plates, Dr.Fixit, Toilet sheets, Water Pipes, Hose Pipe ,Water valves ,etc. Daily counting Inventory, Stock Counting,checking Damages, etc. Works on ERP Software.
* New Sales Order booking in Focus Software & also MRN,GRN, Maintain files
* Daily Stock counting (Type – Raw Material, Finish Goods, Supported Material.)
* Issues Row Materials & Production fill in “FOCUS” Software & manually entered in

Stock book, Issue book, Production book & also Create Daily Excel sheet.

* Invoice process, Loading process.
* Assist to Foreman for production Ratio Maintain & how many order Pending.
* Solving small problem of Factory Labor & also maintain his muster(Presenty)
* Any circumstances reporting to Factory Manager.
* Petty cash, Cash receipt from Customer, Bank Activity, , All types of Accounting Activity.

- Manage all aspects of Accounts Receivable; Accounts Payable and Invoicing
- Follow ups on payments, contract renewals
- Maintained accurate, updated and secured accounting records
- Assist in preparing monthly financial reports for management
- Enforce the company’s policies and procedures when processing financial matters
- Assist auditors in their audit review.
- Handling Petty cash, employee expenses reimbursement
- Maintaine Debtors & Crediters Accounts, handle Inward & Outward Cheque.

- Completing Bank Reconciliation & Forex Account Reconsciliation process every month.

- Tally 7.2 & 9.0 , MS-OFFICE, FOCUS Software, IDS Software, TCS Software ( CORE Banking Software)

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| **Personal Detail :-** |

**Date of Birth** : 06th May, 1983

**Place of Birth** : Bhusawal, Maharashtra, India

**Marital Status** : Married

**Languages** : English, Hindi, Marathi.

**Accepted Salary ($)**: As per Company Standared

**References** : Can be furnished on request

**Hobbies** : Reading News Papers,

 Watching Discovery Channel

I hereby certified that the above statements are true and correct with all my knowledge and also to the help of our Lord. After you’ve reviewed my resume, I would welcome an opportunity to discuss your company’s goals and talk to you about the value that I can bring to your Company. More Power and Positive energy blessed.

**Abhay**