**Nitin**

[**Nitin.381897@2freemail.com**](mailto:Nitin.381897@2freemail.com)

Date of birth 30 June 1990

**PERSONAL STATEMENT**

Experience in all areas including customer service, junior staff training, disciplinary and staffing issues, staff shift time table and health and safety.

**KEY SKILLS**

#### Technical Skills

**Server** : Windows® (2003 & 2007 Server)

**Client**  : Windows® (9X, 2000 Professional, XP, Vista)  
**Applications**  : MS Office (2007,2010) Computer basics.

(Word, Excel, PowerPoint, and Outlook),   
 VNC Viewer, Internet, Antivirus,etc.

**EDUCATION**

* **Shivaji University**

B.C.A III 2009 appear

* Vivekanandcollege, Kolhapur.

H.S.C 2009

* Jyotirlinghighscool, vadanage

S.S.C 2007

**EMPLOYMENT**

Account Team Manager

Star Bazaar Kolhapur.

04-2011 to Present

Achievements

* I have achieved the job best team leader Award in 2013.
* In charge of staff shift and time schedule.
* Charge of training for all 32 members of staff in customer services.
* New staff joining and training.
* Staff management.

IMRB

Auditor

May 2008 to Feb.2010.

Krishna Agency

Accountant

March2010

**Summary of Experience:**

Last **6** Years **5** month working at**STAR BAZAAR Kolhapur** as Account Officer / Team Leader and customer service manager now as Account Team Manager

1. Banking, Cash pick up, SAP, All Payment mode (Cash, Card, Coupon) Reconciliation.
2. Back Office, handling petty cash as per company’s SOP, Cash Vouchers,G/L Accounts, Generate Reports,and MIS Reports etc.
3. **Bank deposit entries & other journal entries in SAP.**
4. **Handling Accounting & keeping record of books of Accounts.**
5. Team Management, Team Handling,shiftand time schedule.
6. Customer Service and Issues Resolving.
7. **Weekly & Monthly reports to Regional Head Office.**
8. **Leadership**: Motivate, develop and build teams inculcating co. values and culture. Managing Work Force through effective scheduling and roistering, and leveraging multitasking skills of associates to improve operational efficiency.
9. Take weekly briefing sessions to ensure two way communication and a highly motivated team.

**PERSONAL INTERESTS**

Shopping | Traveling | Reading | Music etc.

# Declaration

I hereby declare that, the above information is true to the best of my knowledge and belief .I am liable to be disqualified, If any information given above is found to be incorrect /incomplete/false.