SAGAR 

Email:- sagar.384144@2freemail.com

**Apply: - Cashier and Storekeeper**

**CAREER OBJECTIVES & GOALS:**

To work in a customer centric company, with an environment that values personal integrity, respects and rewards merits, and provide opportunities for personal and professional development.

Key Strengths and Personal Qualities:

My work experience has given the following feedback from the organization I have worked for:

* Ability to take responsibilities and work systematically.
* A high level of professionalism and dedication towards achieving the tasks on time to a high a standard.

**PROFESSIONAL QUALIFICATION:**

Organization : ICA (Institute of Computer Accountant) Rishikesh. Educational : CIA (INTERNET, TALLEYERP9, BUSY, ACCOUNTS, DIRECT/INDIRECT TAX) Duration : 2015 to 2016

Organization : ITCE (Information Technology of Computer Education) Rishikesh. Educational : Certificate in IT (WINDOWS OS, MS OFFICE, INTERNET, OPERA, TALLYERP9) Duration : 2014 to 2015

Organization : A- Tech Professional studies Rishikesh. Educational : Basic Course of Computer Duration : Three months diploma.

**PROFESSIONAL EXPERIENCE:**

Current Career Snapshot:

1. **Working as Finance & Account Departments:** Organization : THDCIL (Tehri Hydro Development Corporation Limited) Central Government. Job Title : Finance & Account Department. Duration : April 2017 in Present.

**Job Responsibilities:**

* Collect & arrange all checks outlet wise and tally with opera and micros.
* Credit Card bills checked with the report and batch transmission.
* Checks all paid outs/ refunds for supporting/authorization.
* Checks city ledger with the reports and supporting.
* Verify all allowance Vouchers for authentication and genuinity.
* Verify Misc. Income posting with OPERA.
* Checks Telephone/Internet/business Center vouchers.
* Checks Late Departure 7 Early Arrivals.
* Arrivals & Departures with Transportation.
* Any other task allotted by Management as and when required.

**2. Working as Finance & Accounts Departments:** Organization : Kukreja Food Complex & Hotels (Dehradun). Job Title : Finance & Accounts Department. Duration : April 2015 to March 2017

 **Job Responsibilities:**

* Developing financial management mechanisms that minimize financial risk.
* Researching and reporting on factors influencing business performance.
* Arranging new sources of finance for a company’s debt facilities.
* Conducting reviews and evaluations for cost-reduction opportunities.
* Producing accurate financial reports to specific deadlines.
* Providing and interpreting financial information.
* Verify Misc. Income posting with OPERA.
* Supervising staff.
* Collating, Preparing and Interpreting reports, budgets, accounts, commentaries and financial statements.

**Job Description**: Managing accounting of the department on daily basis (at times real time) and visioning with the other departments to accurately report out numbers. Have done odd jobs in accounting since college.

**STRENGHTS:**

- Take pride in ensuring the accuracy of work and encourages team members to do the same.

- Strong analytical skills.

- Computer literate, with particularly strong knowledge of MS Excel and MS Office.

- Understanding of the responsibilities of other areas within the Finance Department.

- Excellent grooming standards.

- Proficient in Accounting Packages like Opera, Micros, IDS, Tally.

**ACADEMIA:**

**BACHELOR OF COMMERCE,** From Sri Dev Suman University, Uttarakhand

**HIGHER SECONDARY CERTIFICATION,**  From Board of School Education Uttarakhand (U.K.Board)

**SENIOR SECONDARY CERTIFICATION,** From Board of School Education Uttarakhand (U.K.Board)

**PERSONAL DETAILS:**

Date of Birth : 19th June 1996 Nationality : Indian Gender : Male Marital Status : Unmarried Languages Known : English & Hindi

**DECLARATION:**

I hereby declare that the information given above is true to the best of my knowledge.