

RESUME

Sachin Dnyaneshwar Jadhav

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Objectives: -

To secure promising position that offers both a „**Challenge and Good Opportunity for Growth**’.

Work experience: -

- Currently Working in „ **Chhatrapati Shivaji Maharaj Vastu Sangrahalaya Mumbai**“ As “**Accounts Assistant**” (Form 14th August 2017 to Till Date)
- Worked in **Harsh Industries** As “Account Executive”. (Nashik)
- Worked in **Sula Vineyard Private Limited** As “Account Assistant” (Nashik)(Trainee).
- Worked in **Alphabetics Business Machine Private Limited** As “Account Assistant” (Nashik).

NATURE OF WORK

- Entry in Tally such as a purchase entry, sales entry, Journal entry, receipts and payments.
- Working in Excel, MSWord
- Preparing Bank Reconciliation statement
- Preparing TDS Statement for payment and return file.
- Knowledge of Professional Tax, Income Tax.
- Reconciliation of GST and preparing GSTR1, GSTR-3B.
- Supplier Scrutiny & Reconciliation and Advances follow-up.
- Issue Debit Note (Suppliers) and Credit notes to customers.
- Reporting to Senior.
- Preparing MIS report.
- Preparing salary of contract persons.
- Prepare various accounting statements, ledgers, schedules.
- Maintain bills receivable outstanding report.
- And other Day to day Accounting.
- Enter accounting entries into software with proper narrations.

Professional Achievements

- Received **Appreciation Certificate** for the year 2024-2025 from Chhatrapati Shivaji Maharaj Vastu Sangrahalaya

Core Competencies: -

- Able to build a positive work environment for diverse individuals.
- Quick learner and adapts and dynamic environment.
- Ability to work with people of different background and co-ordinate with them.
- Good communication skill

Education Information: -

Academic	Year	Percentage
S.S.C	2010-2011	66.36
H.S.C.	2012-2013	63.00
T.Y. BCOM (COST & WORKS ACCOUNTING)	2015-2016	63.00
MASTER OF COMMERCE-I	2016-2017	65.00
MASTER OF BUSSINESS ADMINISTRATION (FINANCE & ACCOUNTS)	2021-2023	76.10

Computer Skills: -

- Basics of My sql
- Tally.ERP9
- MS-CIT

Personal Details: -

Name : Sachin Dnyaneshwar Jadhav

Date of Birth : 09th April, 1995

Gender : Male

Nationality : Indian

Marital Status : Single

Languages Known : English, Hindi & Marathi

Hobbies : Reading, Travelling,

Present CTC : 4,56,000/-