

RESUME

**NAME : PRASHANT P.
MANDAVKAR**

Email: prash.mandavkar.30@gmail.com

Permanent Address:

Room No. 10/2 Mohammad Mustafa Chwal
Tanajiwadi Tembipada Banda West
Mumbai-400078.

Contact No : 9594883245

Personal Data:

Date of Birth : 30/05/1992

Sex : Male

Nationality : Indian

Marital Status : Unmarried

Mother Tongue: Marathi

Languages Known:

English, Hindi, Marathi

Objective

- To join a progressive company, so as to sharpen my skill sets and contribute to the growth of the organization, furthermore to serve the core value of the organization through dedicated and sincere efforts.

Skills

- Good Interpersonal skills.
- Willingness to learn and determined.
- Positive attitude
- Organized and dedicated
- Ability to change and learn according to the situation.
- Self confidence

Technical Expertise

MS Office: MS WORD, MS EXCEL, MS POWERPOINT.

**Good Knowledge of SAP (SD module) Good
in Excel ,Advance Excel, Excel Formulas**

Knowledge of Internet

Familiar & Good Knowledge of ERP

Areas of Interest

**Accounts Payable, Accounts Receivable, Finance, Banking,
Logistics, Administration**

ACADEMIC QUALIFICATION

DEGREE	BOARD/UNIVERSITY	NAME OF COLLEGE/ SCHOOL	YEAR OF PASSING	%
B.COM	Mumbai University	Vikas College	2014	70.71
HSC	Maharashtra Board	Jr. College Of Phondaghat	2010	67.00
SSC	Maharashtra Board	Lore-Wagheri High School	2008	62.30

WORK EXPERIENCE

➤ **JHANULOGISTICS March, 2019 to Till Date** **(MIS Manager)**

Job Profile:

- Generate MIS and report to superior.
- Verifying the entry of LR booking and Challan Booking.
- Tracking of POD.
- End to End providing support to Branches.
- Tracing / Analysis of missing Consignment copies.
- Data Analysis of all Branches.
- Freight provision (monthly)/quarterly balance confirmation send to customer.
- Documentation.
- Outstanding of payment follow-up with customer.

➤ **ASIAN PAINTS LTD July, 2017 to March ,2019** **(OFFICER I - SALES ADMINISTRATION)** **(1.7years)**

Job Profile: The role is that of administrative personnel who is responsible for providing end to end support to retail sales team by means of helping with dealer servicing, timely and accurate report generation, managing vendors, optimizing and streamlining processes, thereby assisting in achieving business objectives.

- Servicing & Dealer Communication
- Gifts Settlement & Shade tools
- Reporting
- Overheads Control and Expense Accounting
- Vendor Management
- Warehouse Operations, Accounting processes & Record Keeping
- Internal Controls & Statutory Compliances.
- Safety @ Office/ Warehouse & Initiatives

JHANULOGISTICS LTD April, 2016 to June, 2017(1.2 years) **(Jr. Accounts Assistant)**

Job Profile:

- Preparation of Bills in Excel & Software.
- Clubbing of daily Expenses
- Co-coordinating, Generating & Reporting of MIS of all branches to Mahindra Logistics Ltd.
- Data management of Consignment Copy Booking.
- Allocation of New bill numbers to all Branches.
- Tracing / Analysis of missing Consignment copies.
- Data Analysis of all Branches.
- Documentation

➤ **ASIAN PAINTS LIMITED Through Serco from July, 2014 to March, 2016 (1.9 years)**
(Customer Service Associate)

Job Profile:

- Generate Form 38 for the supply and receipt of materials in UP State
- Generate Form 403 for inward of materials in Gujarat State.
- Issuance of C Forms for 5 States – UP, AP, Telengana, Maharashtra and Gujarat.
- Invoice Posting of Material supply in SAP.
- Uploading Ecms file in SAP.(daily)
- FI entry post in SAP.
- E-payment inward and checking.

➤ **ASIAN PAINTS LIMITED through Perks from Jun, 2010 to May, 2013. (3 years)**
(Computer Operator)

Job Profile:

- Inward Documents
- Documents Scanning
- Dispatched
- Filing.

HOBBIES

Playing Cricket, Listening Music, Swimming

Place: MUMBAI

Yours Faithfully

Date:

PRASHANT P. MANDAVKAR