**SachinNamdeoraoWasekar**

**Hanuman Nagar D. O. C Road**

**TukumChandrapur. -442401 (M.S)**

**Mobile No. 9637201188, 8459882212**

**Email:** [**sachu8522@gmail.com**](mailto:sachu8522@gmail.com)

**OBJECTIVE**

To utilize my skills and knowledge for the benefit of your Organization , so that I can perform well in your company and get a good carrier path for myself and for your company as well.

**ACEDEMIC QUALIFICATION**

|  |  |  |
| --- | --- | --- |
| **Education** | **University/ Board** | **CGPA/ GRADE** |
| **B.COM** | **YCMOU** | **II** |
| **HSC** | **NAGPUR BOARD** | **II** |
| **SSC** | **NAGPUR BOARD** | **II** |

**IT EXPOSURE**

* Operating System :- Windows XP, Windows7, 8 and Windows10
* Package Known :- MS Office (Word, Power Point, Excel), Internet, Hardware and

Networking & MSCIT and Tally 9

**EXPERIENCE**

1. **Company: - K K Enterprises (Coal Trading )**

**Designation: - Assistant Accountant**

**Experience: - 01-09-2017 to Till**

**Role and Responsibilities: -**

* **Creditors list & Reconcile with party.**
* **Maintaining the Sales & Purchase Report in Excel sheet.**
* **I have Knowledge of GST E- Way Bill Portal**
* **Generating New GST Sale Tax Invoice and Delivery Chalanin Tally or Manually.**
* **Bank Related Work**
* **Handling petty cash**
* **I have knowledge of coal E- auction like WCL and SCCL and other**

**2. Company: -Sun-Plant Business Ltd.**

**Designation: -Sale Centre In-charge**

**Experience: - 02-05-2009 to30-05-2014**

**Roles & Responsibilities:** -**Maintaining E.P.F & E.S.I.C Clerical & Accounts in Computer &**

**Manually, Control the sales center& Monthly Business**

**Development**

**3. Company: - JainuddinZaweri Polytechnic College**

**Designation: - Assistant Accounts**

**Experience: - 01-08-2014 to 31-06-2016**

**Role & Responsibilities: - Handling Online work &Assistant Accountant**

**Microsoft Excel, Microsoft Word All Computer Work.**

**4. Company: - Astral Advertising & Marketing India PVT. LTD.**

**Designation: - Marketing Representative**

**Experience: - 22-07-2016 to 31-03-2017**

**Role & Responsibilities: - Visit the News Paper Publications & Collect advertising**

**5. Company: - UCN CABLE NETWORK PVT LTD**

**Designation: - Cashier,Cum Ass. Accountant**

**Experience: - 06-04-2017 to 31-07-2017**

**Role & Responsibilities: -Handling accounts & collecting cash**

**6. I have pass Debt Recovery Agent exam with 50 marks in 2016**

**I have 5 years experience recovery for credit card, two wheeler, and loan recovery in banking sector**

**PERSONAL DETAILS**

* Name :- **SachinNamdeoraoWasekar**
* Date of Birth :- 20th Nov 1988
* Gender :- Male
* Nationality :- Indian
* Cast/ Religion :- Teli (OBC) (Hindu)
* Marital Status :- Singal
* Place :- Chandrapur
* Languages known :- English, Hindi, Marathi
* My Hobbies :- Travelling New Place, Internet suffering

**DECLARATION:**

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



( Sachin N. Wasekar)