Anand potdar

S/o Late.dattakumar potdar

Inapuri vathar,dakappa circle

Mulla oni,hubli-580028

Mob – 8073979493/8050782120

Email – anandajackie143@gmail.com

# Experience

1. **JAYANTI ROAD CARRIERS**

**ACCOUNTANT & SUPERVISOR (21-11-2015 TO 10-03-2019)**

**MAINTAINED ALL ACCOUNTS RECIEVABLE AND PAYABLE OF COMPANY AND ALSO DONE WORK IN BILLING SECTION AS SUPERVISOR AND HANDLED MORE THAN 20 PEOPLES AND GIVING THEM THEIR WORK TO PARTICULAR DEPARTMENT.**

1. **CINEPOLIS INDIA PRIVATE LIMITED**

**HEAD CASHIER (11-03-2019 TO 19-06-2020)**

**DOING DAILY BANKING PROCESS,MAINTAINED ALL REPORTS,DOCUMENTS IN PROPER MANNER IN EXCEL SHEET AND ALSO PHYSICALLY TOO.**

**HANDLED PETTY CASH AND FLOAT CASH AND HEAVY CASH TOO.**

**HANDLED 50 PLUS EMPLOYEES AND GIVES THEM RESPECTIVE DEPARTMENT WORK DAILY.**

**DOING DAILY CASH COLLECTION FROM RESPECTIVE DEPARTMENTS i.e. BOX OFFICE,COFFEE TREE AND CONCESSION.**

**GIVES CASH FOR DAILY EXPENSES AND TOOK BILLS FROM THEM AND UPLOADS IT IN OUR OWN SOFTWARE CALLED PEOPLESOFT AND VISTA AND SEND REPORT TO HEAD OFFICE EVERY DAY AND EVERY FRIDAY AND EVERY STARTING DATE OF THE MONTH.**

# Education

* **S S L C ( 65.12%)**
* **P U C ( 79%)**
* **B COM ( 79%)**

# Awards and Acknowledgements

* **I HAVE COMPLETED MY BASIC COMPUTER KNOWLEDGE COURSE**
* **I HAVE COMPLETED MY TALLY ERP.9 COURSE**
* **I HAVE ATTENDED THE LAQSH PROGRAMME OF EMPLOYABILITY SKILL DEVELOPMENT PROGRAMME OF CENTRAL GOVT AND GOT CERTIFICATE FROM THEM**
* **I HAVE ALSO ATTENDED THE I.H.R.D (INSTITUTE OF HUMAN RESOURSE DEVELOPMENT) PROGRAMME AND GOT CERTIFICATE.**

**DECLARATION**

**I HERE BY DECLARE THAT THE ABOVE WRITTEN PARTICULARS ARE TRUE TO THE BEST OF MY KNOWLEDGE AND BELIEF AND I AM AWARE OF ANYOF CIRCUMSTANCES WHICH MIGHT IMPAIR MY FITNESS FOR THE EMPLOYMENT IN YOUR ESTEEMED CONCERN.**

**PLACE : HUBLI**  **THANKS & REGARDS**

**ANANAD POTDAR**