

Resume

Name:- Aasif Harun Jamadar.

Objective:

To work in a healthy, innovative and challenging environment extracting the best out of me, which is conducive to learn and grow at professional as well as personal level thereby directing my future endeavors as an asset to the organization.

Academic Qualification:

Academic Qualification	Institute/ University	Year of Passing	Grade
G.D.C&A	Pune Board	May-2009	I
Post Graduation	Shivaji University	April-2010	I
Graduation	Shivaji University	April-2008	II
12 th	Pune Board	May-2005	I
10 th	Pune Board	April-2003	I

Other Computer Proficiency:

- Computer Skills : Ms Office, Tally 7.2& DTP.

Other Proficiency:

- Typing Skills : English 40 wpm & Marathi 30 wpm.

Professional Experience

- Organization : **1)** Kolhapur Diesels.
- Designation : Account Asst.
- Duration : 2 Years.

Working Profile :

Accounting Entries in Software as well as manual. Handling Taxation Matters Reconciliation of Bank accounts. Day to Day look over the sundry Debtors & Sundry Creditors. Visit inside of Debtors & Creditors. Travell for the same. Provide the documents to the bank as when they require. Look over CC account, Current account & net banking of the orgnization. Assist to the sales team for making sales strategy.

- Organization : **2) Star India Pvt.Ltd.**
- Designation : Operation Officer
- Duration : 2 Years.

Working Profile :

Look over all office activity. Provide the info to Regional office as when they required. Inventory management & Inventory related all issues. Collect data from ground level LFS & maintain MIS. Handling SAP based online system & look to all customers account. Punch the collection on system & reconcile it end of month. Prepare the inventory reconcile sheet at every weekend & reporting to senior. Co-ordinate with sales team of company & assist them. Keep all manual record at office & sent to regional office as per their requirement.

- Organization : **3) Mahalaxmi Multiservices**
- Designation : Office administrator
- Duration : 16 Month .

Working Profile :

GST returns fillings, ITR filling of the clients, Data entries of PAN applications. Filing of online exam forms. PF withdrawing , Consulting & all types of online work. Manage petty cash & bank accounts. Covered all activities which need for smooth working of firm.

- Organization : **4) Indocays Pvt.Ltd.**
- Designation : Accounts Assistant
- Duration : Currently working

Working Profile :

Provide required info for finalization of accounts to CA. Handling MCA related queries with CS. Working as HR assistant. Preparing the payroll USA based employees of the company. Collect required data from employees & upload on portal. Reporting to HR & share all the data collected from employees. Entries on portal & report generation. Prepare the salary calculation of all office staff. Prepare Invoices of Vendors & Offices. Solve the compliances of IT & MCA with CA & CS. Keep attendance of all staff & monitoring them. Payments of PT & TDS with their returns. Handling petty cash & preparing the vouchers. Handled responsibilities in the absence of seniors. Working as per the need of organization.

Extra Curricular Activities and Achievements:

- Won : 1)Stood first in merit list of D.R.K.college in M.COM I
2)Stood first in merit list of D.R.K.college in M.COM II
3)Late Dattatray Ramchandra Kulkarni Jambhlikar Prize
4)Late Bhupesh Vinod Bhate Smruti Paritoshik

Personal Information:

Hobbies : Reading, Playing Chess & Cricket.

D.O.B : 10/06/1988.

Gender : Male.

Marital Status : Married.

Languages Known : Marathi, Hindi & English.

Permanent Address : House No.605 ,Chambukhadi, Shingnapur Road,Tal-Karveer,Kolhapur.

Current Address : House No.605 ,Chambukhadi, Shingnapur Road,Tal-Karveer,Kolhapur.

Contact No : 9850189143.

Email : aasifjamadar22@gmail.com

I hereby declare that the above written particulars are true and correct to the best of my knowledge and belief.

Date:

Place: Kolhapur.

(Signature)