**RESUME**

**Prashant Ashok Aher.**

H.No.160, Agar Takli,

Post Gandhinagar,

Nashik- 422006.

Mobile No. 9595637112

Email ID: - aher00@gmail .com

**PERSONAL DETAILS:**

Date of Birth : 12th Sept 1988.

Gender : Male.

Marital Status : Married.

**EDUCATIONAL QUALIFICATION:**

**T.Y.B.com**

University : Yashwantrao Chavan Maharashtra Open University

Passing Year : Jun 2016

**H.S.C.**

K.J. Mehta High School & Junior Collage

University : Pune.

Passing Year : April 2006.

**S.S.C**

K.J. Mehta High School & Junior College.

University : Pune

Passing Year : April 2004

**ADDITIONAL KNOWLEDGE:**

Basic Knowledge of Computer

1) MS-CIT

2) IT ZEN

**WORK EXPERIENCE**

* **Name of Company : South Asia Network (Electrical Goods Wholesaler)**

Designation : Admin

From : Jan 2017 to Till Date.

**Job Profile:**

* Purchase / Sales
* Working on Due Bills
* Working on GSTR 1
* Handling all the cash related activities
* Physical Inventory
* Staff management
* Customers quires
* Communication and follow-up
* Responsible for the operation
* Solve Software / Hardware Related Issues
* Solve the problem faced by customers as well as by salesman
* **Name of Company : Govind Dande & Sons (Jewelry showroom)**

Designation : Floor Manager

From : May 2015 to Aug 2016.

**Job Profile:**

* Staff management
* Customers quires
* Communication and follow-up
* Responsible for the store operation
* Business Development
* Solve the problem faced by customers as well as by salesman
* To see that floor is clean or not
* These all activities are followed by me from shutter up to shutter down
* **Name of Company : Baphana Group (Baphana Warehousing Pvt. Ltd.)**

Department : Realty Alert Services ([www.papernotice.in](http://www.papernotice.in))

Designation : Admin Manager

From : April 2011 to 07-Nov-2014.

**Job Profile:**

* Staff management
* Client quires
* Resume handling
* Salary Distribution
* Recruiting
* Business Development
* Emailing
* Communication and follow-up
* **Name of Company : Reliance Retail Ltd. (Reliance Fresh)**

Designation : CSA & Cashier than Promoted to PI (Physical Inventory)

Team Member.

For 4 Dist. (Nasik, Aurangabad, Pune, Nagpur)

From : March 2008 to Oct.2010.

**Job Profile:**

* Looking after all the GRN’s are done.
* Handling all the cash related activities.
* Responsible for all the store operation.
* Check for grooming & all the general activities for store & staff.
* Day end & Day Begin is done after closing the store for customers.
* Physical Inventory (PI) is done in every month.
* These all activities are followed by me from shutter up to shutter down.
* Floor operation.
* Solve the problem faced by customers as well as by cashiers.
* To Check the promotion/offers are working or not.
* To check the product’s expiry/damage.
* To check the selfage label are here on the product or not.
* To see that floor is clean or not.
* Pick out POS report’s of all cashiers.
* Tally the cash, Bank charge sleep, & other coupons in the excel sheet.
* Sing of the POS machines & start EOD (End Of Day)

**ACHIVEMENTS:**

* **A**warded 2 times Best Employee of the Month.
* *“Hero of the week.”*
* **Name of Company : Om Shree Financial DSA of ICICI Bank.**

Designation : Sales/Marketing Executive.

For 20 Months.

**Job Profile:**

* Providing Loan information to customers
* Documentation related to Loan
* File login to bank.
* Sorting out customer’s problem and quires.
* **Name of Company : Jai Mata Di Trading Company**.

Designation : Back Office.

For 12 Months.

**Job Profile:**

* Generating order
* Filing and documentation

**Hoping for your positive response.**

**Place** : Nashik

**Date** : Yours faithfully.

(Prashant A. Aher)