

RESUME

Name -: Bansode Anna Chandrakant

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CARRIER OBJECTIVE

Pursuing carrier in growing organization having challenging and motivating environment and which offer Professional and technical growth

EDUCATION QUALIFICATION

2018-19 Yeshwantrao Chavan Open University

Bachelor of Commerce (B. Com)

2013-14 Industrial Training Institute (ITI) Aundh Pune

COPA Trade (Computer Operator and Programming Assistance)

2010-11 Higher Secondary School (HSC) Pune Board

(Commerce)

2008-09 Secondary School (SSC) Pune Board

WORK EXPERIENCE

Name of company: Jayashree Polymers Pvt. Ltd.

Experience : 04 Year

Department : Excise (GST) Dep.

Description

- Maintain all job work challan , delivery challan and invoice data in excel
- Preparing job work challan ERP System
- Preparing Tax Invoice in ERP System
- Preparing External Challan in system
- Daily all type of challan entry in register book.
- Daily basis GRN (Good Return) & SRN (Sales Return) update in system
- Maintain all Daily basis update job work return challan entry in Excel sheet
- Material sending vendors shops for processing
- As per required Arrangement vehicles

COMPUTER KNOWLEDGE

ERP SYSTEM

Programming language : C, VB.NET, HTML

Operating System : windows 98/2000, Windows 7

Microsoft Office : M.S.EXCEL, M.S.WORD AND M.S.ACCESS

PERSONAL DATAILS

Address : At post Uruli kanchan, Tal. Haveli Dist. Pune

Gender : Male

Material : Unmarried

Language: Marathi, Hindi and English

Hobbies : Listening Song, Watching Tv and playing cricket

Date :

(BANSODE ANNA CHANDRAKANT)