

RESUME

Vinod Munna Yadav
Bavdhan Budruk, Dist-Pune,
Near Ganesh Mandir,
Talathi Office, Pune – 411021
Contact No: 8446291010
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Career Objective: -

To get an opportunity in a progressive organization to utilize my knowledge and skills, as well as experience for achievement of the desire goal.

Personal Details: -

Date of Birth:	22 - July, 1995
Gender:	Male
Marital Status:	Unmarried
Nationality:	Indian
Languages Known:	Marathi, Hindi, and English
Hobbies and Interests:	Playing Cricket & Making Friends

Education Qualification: -

TY B.Com Passed in 2019 from Pune University
H.S.C. Passed In 2013 From Maharashtra Board
S.S.C. Passed In 2011 From Maharashtra Board

Professional courses: -

Computer M.S.C.I.T.
Tally ERP 9.0

Professional Work Experience: -

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| ❖ <u>Currently Working In Sahyadri Motors Pvt Ltd. Pune, (Mahindra And Mahindra Ltd. Car Dealership) As a Accounts Executive from 22th Aug -2016 to Till Date</u> |
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A] Job Profile & Responsibilities:-

1. Vendors payment (issuing Payments /Responsible for online Payment Transfer)
2. Responsible for Handling Daily Cash Transaction – Receipt / Payment
3. To check & verify of Daily Entries in Tally for Sales, Service & Stores Department. Along with Sales & Purchase.
4. Doing monthly Basic of Sale & Purchase Reconciliation Data in Tally with DMS Software.
5. Responsible for doing Bank Reconciliation on daily Basic.
6. Maintain all transactional physical records and digital copy of the same.
7. Responsible for daily Fund Management of takeoff vehicles from Manufacturer.

8. Arranging funding for Spare & Vehicle Purchase Location wise.
9. Monthly Scheduling for payout from the various sources (Finance & Insurance).
10. Responsible for pay on time statutory payments to the government.(TDS,TCS,PT,ESI,PF & GST)
11. Solving Customers queries related with Payments (Outstanding & Taxes).

I confirm that the information provided by me is true to the best of my knowledge and belief.

Date:

yours faithfully,

Please: - Pune

(Vinod M. Yadav)