**CURRICULUM VITAE**

**Sanket Sakharam Pednekar**

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**Career Objective:**

**Looking for an accountant position at "Adorable Apparel," where my accounting skills and abilities to prepare financial statement along with abilities to assess business trends can help in cost-saving and revenue generation.**

**Summary Skills:**

* Experienced in handling accounting duties of retail environment
* Skilled in preparing daily corporate tax invoices and account statements
* Outstanding abilities to manage time, accounting team, and daily general ledger postings
* Remarkable abilities to analyze and resolve financial issues
* Proficient with MS Office suite and ENQUEST Software.

**Educational Details:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Exam** | **Year of Passing** | **Board/University** | **Aggregate Percentage** |
| B.COM (1st- 6th SEMESTER) | March 2015 | Mumbai University | 59.54% |
| H.S.C (Com.) | March 2012 | Konkan Board | 62.60% |
| S.S.C | March 2010 | Kolhapur Board | 63.50% |

**Technical Skills:**

* Basic computer knowledge with MS Office, excel, paint, power point, Internet,etc.
* MS-CIT Exam passed in June 2010 with 62%
* Tally 9.0 Passed with 75%.

**Extra CurricularActivities:**

* Played for intra college cricket team.
* Participated in interschool singing & swimming competition.
* Participated in various college annual events and games**.**

**Professional Experience**:

* **GROUPE JAMBO SARL Lubumbashi Congo DRC (South Africa)**

**( A Groupe of Hyper Super Market**)

***Accountant***  **OCT 2018-JUNE 2020.**

* Working on contractual period of two years start from OCT, 2018.
* Responsible to Make Payment & Receipt Voucher On Daily Basis.
* Responsible to Make Daily Sales Entries & Journal Entries On System.
* Responsible to Make Bank Reconciliation.
* Responsible to Make Local Staff Salary.
* Responsible to verify physically cash collection & make comparison report with system cash sale.
* Responsible to make a report for all cash (USD/CDF) expenses & collection on daily basis.
* Responsible for banking transactions.
* Responsible for all corporate related activities :-

1. Providing price quotation to all clients as per his requirement like; Food (Frozen/dry), Non-Food, Beverages, Butchery & Bakery products, FMCG, Electronics, Home appliances, Garments /Footwear and Building materials and construction equipments.
2. Responsible to arrange all goods according to purchase order after packing send to customer.
3. Responsible to make tax invoices /delivery challan of credit clients.
4. Responsible to take follow-up of payment after complete delivery.
5. Responsible to make accounts reconciliation every month with all corporate clients.
6. Responsible for credit collections on all accounts by contacting the customer by phone, E-mail and written correspondence.

* Take Participate in half-yearly inventory scheduled which held in June & Jan months.
* **V PAUL DE SOUZA (ASIAN PAINTS) GOA PANJIM, INDIA**.

***Accountant*** **1MAR 2017-7 AUG.2018.**

* Responsible to Make Daily Sales Transaction On Tally Software.
* Responsible to Make Purchase Entries On Tally Software.
* Responsible to Make Audit On Weekly Basis Of Owners Other Branch Like –St. Inez,

Mapusa & Madgaoon.

* Responsible to Handle Records & Documents.
* Handle all aspects of back office Operatrions on daily basis Invoicing Work, handling telephone queries, attending clients.
* Responsible to take In charge of Godown.
* Participate in half-yearly Stock Taking Which is held in June.
* **PUMA SPORTS PVT LTD GOA PANJIM, INDIA**.

***Brand Advocate*** **1MAR 2016-31 DEC.2016.**

* Responsible to Attend Customer Who visit Our Shop.
* Responsible to Give them Best Service & Product As per their Requirement.
* Need to Maintain Customer Service.
* Give Training to New Employees Regarding Our Product & Services.
* Participate in half-yearly Stock Taking Which is held in June & December.
* **CHARTED ACCOUNTANT SAWANTWADI, INDIA.**

***Assistant*** **1 JUNE 2015-10 DEC.2015.**

* Participate With Team to Attend Audit as per Schedule.
* Responsible to Make Scanning Of Documents Regarding Income Tax Return.
* Make the Trial Balance & Balance Sheet as per Client Requirement.
* Make the Project Report As per Client Required for Loan Purpose.
* Preparing Income tax/Sales tax returns and submitting through online.

**Project Report:**

Project Topic - Marketing strategy on Hero Moto Corp

Description :

I have completed my project on the HERO MOTO CORP. It helps in better developing of knowledge about the industrial management.

This project has help me to study the current position of HERO MOTO CORP LTD. and it is also useful for me to know the SWOT analysis of the company.

The research approach gives me to identified primary data and secondary data.

Company -Hero Moto Corp Ltd

Duration -1 Month

**Personal Details :**

Full Name : Sanket Sakharam Pednekar

Date of Birth : 16th February, 1994

Nationality : Indian

Gender : Male

Marital Status : Unmarried

Language Known : French, English, Hindi & Marathi

Hobbies : Carrom,Watching movies, Cricket.

Address : HNO.295,F-Ward,New Salaiwada,

Sawantwadi, Sindhudurg, Maharashtra.

**Passport No** : **U0762783**

**Declaration:**

I hereby declare that the above mentioned information is true to the best of my knowledge. I’m sincere, hard-working, with strong work ethics and ability to quickly grasp new ideas and desire to excel.

**Date : ( Sanket Pednekar )**