**Sunil Maruti Joil**

301, Abhinav AptII ,

Plot no 4 &5,Sector 10,

New Panvel, (East)

Navi Mumbai-410206

Cell - 9029690705 E-mail:- [sunil.joil12@gmail.com](mailto:sunil.joil12@gmail.com)

***Career Objective***

Seeking a challenging and a responsible career position in an organization that offers adequate challenges for career growth which will enable me to utilize my education and experience.

***Educational Qualification***

* Passed S.S.C. in year 2004 from Mumbai Board.
* Passed H.S.C.in year 2006 from Mumbai Board.
* Passed B.Com in year 2011 from Mumbai University.

***Computer proficiency***

1. ICA (Industrial Computer Account)
2. Tally 9.0& ERP 9,
3. Typing 30 W.P.M.

***Working Experience***

Organization: **Mahalaxmi Jewellers India Pvt ltd.**

Period : 19 May 2018 to 31-01-2020

Designation – Account Executive

* Sale,Purchase Bill in Tally
* Reconciliation of Bank
* Maintain Party wise details of all client excel.
* GSTR-1, GSTR-3B. of Monthly Returns.

Organization:**Kellogg India Pvt Ltd.**

Period : 26 Feb 2016 to Sep 2017

Designation – Account Payable

Work Profile:

* Maintained vendor master Excel files.
* Reconciled, reviewed and processed invoice for payment on ORCAL systems.
* Ensured input and timely payment of all vendor invoices.
* Rectified escalated account payable issues from employee and vendor.
* Processed Months End Closing and reports.
* Daily Interaction with vendor.
* Coordinated approval processes of all accounts payable invoice.
* Responsible for all Accounts Payable process.

***Other Curricular Activities***

* Hobbies : - Reading,Travelling, Listen Music, Cricket

***Personal Information***

Date of Birth : 12th June, 1989.

Nationality : Indian

Language Known : English, Marathi, Hindi.

Place: Navi Mumbai

Date:

**(Sunil Maruti Joil)**