**RESUME**

**Sunil Balkrishna Kadam**

✆: 91-8237299422/7208789807

🖂: kadamsb17@gmail.com

**PROFILE SNIPPET**

* A dynamic professional offering **nearly 5 years** **& 9 Month** of experience as Account Executive.

***Sales ~ Purchase ~ Bank Reconciliation~ Journal Entries ~ Inventory ~ TDS Calculation.***

**EXPERIENCE SNAPSHOT**

**Rafik B. Meman Since May’15**

Account Executive

**RECENT KEY RESULT AREAS**

* TBSS (Tata Business Support Services) BPO center in Khopoli city as a CCE (Custer Care Executive) for 1/5 years.
* Janatics India Pvt. Ltd. Company from Vashi as a Sales & Service Executive for 9 Months.

**Rafik B. Meman, Turbhe Since May’15**

**Account Executive**

* Maintaining ledger books of supplier.
* Maintaining cash, bank transaction and also bank related work comprising all electronic transactions. ( RTGS, NEFT, etc.)
* Performing daily entry of accounting.
* Maintain Purchase & Sales Register Manual & T/R Entries on Tally.
* Daily Report for Purchase & Sale.
* Update Daily Payment Report for Purchase & Sale

**SKILLS**

* Ms-CIT in Prime Computer institute with 80%.
* Certificate Course In Information Technology with ‘A’ Grade.
* Tally ERP 9.0 In Aptech Computer Education with ‘A’ Grade.

**ALMA MATER**

**B.Com** from K. M. C. Collage (**Mumbai University), Khopoli**

HSC from A. J. Mandir Jr. Collage, Karjat

SSC from Janata Vidyalay School, Lowjee

**ABOUT ME**

**Date of Birth :** 17th Feb, 1990

**Permanent Add :** 29th A, Near Z. P. School, Post.- Beed, Tal.- Karjat, Dist.- Raigad,

 Pin No.- 410 201.

**Temporary Add :** Room No. 10, Chal No. 13, Shivshakti Rahivashi Chal, Near Shivsena

Shakha, Dnyaneshwar Nagar, Thane (W), Dist.:- Thane, Pin No.:- 400 604

**Languages Known :** Marathi, Hindi and English

**Marital Status :** Married

**Religion :** Hindu

**Cast :** Maratha

**Nationality :** Indian

**From: ………….**

**Date: ………….**

 Yours Faithfully,

 Sunil Balkrishna kadam