

Akshay Sunil Mahamuni
New Panvel , Khanda Colony , Umiya Krupa , sec-9 , Plot--17 , Bwing , Rom-201
9768874175
mahamuniakshay601@gmail.com
DOB:-2/10/1993

Career Objective

To obtain a position that will be effective to the organization and expand my horizons through new learning and experience.

Technical Skills

MS-CIT , Tally Erp-9

Education Qualification

Exam	College/University	Year	Marks
Bachelor Of Commerce	Mumbai University	2016	47.98
HSC	Maharashtra Board	2012	40.67
SSC	Maharashtra Board	2010	50.60

My Strengths

- Quick Learner with strong determination & will power.
- Ability to understand get along with & motivate people.
- Believe in 'Team Work'.
- Adaptable to changing Environment

Extra-Curricular Activities / Interest

- Reading Competitive Books
- Listening Music

Language known

- English
- Marathi
- Hindi

Experience

- Thyrocare Technologies Ltd.
(6 Months Experience.)
(20th February 2017 to 1st September 2017)
(Contract Basis)
- Manappuram Finance LTD
Gold Appraisal
(9 Months Experience)
(23^r Jan, 2018 to 13st September 2018.)
- Vanity Case Group of Companies
Accounts Payable (Contract Basis)
(15th Jan.2019 to 30th Dec 2019)
- Follow up with vendors for material dispatch.
- Collecting bills from various suppliers
- Collecting confirmation balance statement various customers for auditing purpose.
- Preparation of monthly outstanding list.
- Avenue SuperMart (D Mart)
(Purchase Executive)
(1st Jan 2020 to currently Working)
- Preparation of Price approvals, Purchase orders for Raw material.
- Processing the invoices for the payment.
- Follow up with finance department for timely advance and final payments.
- Co-ordination with vendor for dispatches.
- Co-ordination with Supplier Rejection of Material, Raise Complaint.
- To check delivery status of the material against each PO.

Hobbies

- Athletics
- Wrestling

Declaration:

I hereby declare that the above mentioned information is correct up to my knowledge and I bear the responsibility for the correctness of the of the above mentioned particulars.

Thanking you,

Date:
Place-: New Panvel

Yours Faithfully,
Akshay Sunil Mahamuni