

RESUME

VIKAS.U.CHANDRAVANSHI
Email - vkc0012344@gmail.com
Mob:-9082907893,9702324167

Address:-S.K.TozammalHossain,&,Fl.E3-
103,GreenWood,Estate,PHS-1,Hedutne,MIDC
Taloja,Panel,Raigad,410208.

CARRER OBJECTIVE:

To be part of a successful and innovation team with a challenging job profile that provides ample opportunity to contribute towards goals and enables continuous learning.

WORK EXPERIENCE

Asahi India Glass Ltd. (Jan 2021 to December 2021)

- **In SCPL Department PPC**
- **Responsibilities**
- Maintained Three Shift Entry's in Excel Control Sheet as Well as Oracle Software.
- Taking Weekly All Stock
- Taking Daily WIP Stock
- Issue All Row Material
- Run All Report and Match Physical V/S System Stock

FG Warehouse

Responsibilities

- Taking OEM Stock Daily Wise
- Taking Weekly as Well as Monthly All WIP & FG stock
- Monthly & Weekly Stock Reconciliation and Correction Physical as Well as Oracle
- Follow FIFO in Warehouse
- Maintain Stock Level in Warehouse Co-ordinate with Dispatch team

RS INFRASTRUCTURE (Jan 2022 to June 2023)

Department: -Account

Designation: -Account Executive

- **Area of Work: -**
- Cash & Bank Vouchers Entry in ERP
- Purchase Entry
- Sale Entry
- Debit Note
- Credit Note

- Stock Maintain
- Supplier Bill Checking & Invoice
- Cash Reconciliation & Bank Reconciliation
- Preparing Liability per Month

Lords Mark Biotech.Pvt.Ltd (June 2023 To Till Date)

Department: -Account

Designation: - Account Executive

- **Area of Work: -**
- Cash & Bank Vouchers Entry in ERP
- Purchase Entry
- Sale Entry
- Debit Note
- Credit Note
- Stock Maintain
- Supplier Bill Checking & Invoice
- Cash Reconciliation & Bank Reconciliation
- Cash & bank book keeping & Preparation of voucher
- Cash handling / Fields Expenses Booked
- Preparing Liability per Month
- Preparing GST per month
- Vendor Payment
- File Maintain Day By Day
- Tds Work

EDUCATION QUALIFICATION

SSC	SUDHAGAD EDUCATION SOCIETY
HSC	DNYANJYOT JUNIOR COLLEGE
Graduation	MUMBAI UNIVERSITY

TECHNICAL QUALIFICATION

- COURSE ON COMPUTER CONCEPTS & INTERNET
 - ✓ Ms Excel Sheet
 - ✓ Ms word
 - ✓ Outlook.com
 - ✓ Ms Powerpoint
- VISUALISATION GRAPHIC DESIGNING
- Oracel Business Software
- Tally with GST

- CBO ERP Software

STRENGTH

- ABLE TO LEARN NEW THING.
- ABILITY TO QUICKLY ADAPT NEW RESPONSIBILITIES.
- EXCELLENCE IN WORKING WITH GROUP.
- I HAVE A GOOD COMMUNICATION SKILLS.
- I AM FULL DEDICATED FOR MY WORK.

PERSONAL DETAILS

- NAME :- VIKAS UMESH CHANDRAVANSHI
- FATHER NAME :- UMESH CHANDRAVANSHI
- DATE OF BIRTH: - 26/07/1997
- LANGUAGE: - ENGLISH, HINDI & MARATHI
- GENDER:- MALE
- MARRIAGE STATUS:- MARRIAGE

DECLARATION

- I declare the information given below is true to the best at my Knowledge.

Date:

VIKAS U.CHANDRAVANSHI

