

## **CURRICULUM VITAE**

**Mr. Sakharam Prakash Patange**

**E-mail:** [rampatange1998@gmail.com](mailto:rampatange1998@gmail.com)

**Phone:** +91-8554811634

---

### **Objective:**

Career Objective: Looking for a career in the field of finance and accountancy where my skills and experience are useful for an organization and personal growth..

### **Work Experience:**

**Infiniti Retail Ltd (Tata Croma)** (August 2021 to till date ) as Assistant Department Manager  
(Accounts & Admin)

#### **Key Responsibilities & Deliverables:**

- Work on daily task, maintain the data in accounting format.
- Prepare and maintain ledgers, cash book, & bank books.
- Responsible for all cash & head cash collection (CMS, Cheque Banking, NEFT & RTGS) for every day. ' Reporting for all outstanding as normal and finance.
- Regular follow ups of Receivables (Vendors and Customer).
- Passed monthly consumption and provision with accuracy.
- Maintain journal entries in SAP.
- Process Customer Refund and Vendor Payments and Maintain Records.
- Providing on the job training to staff (cashiers and backend)
- Maintaining Bank reconciliation and GL reconciliation.
- ' Prepare the data for audit requirements.
- Assist in maintaining the store appearance including general Security and housekeeping tasks such as dusting of displays and merchandise, keeping all employee areas clean and safe.
- Inspect staff grooming, ensures that all employees are disciplined and adhere to the store policies

**Godavari valley farmer producer pvt ltd** (May 2020 to August 2021) As Account department manger

- Maintain Journal Entry Sale, Purchase & Exp. Invoice, Maintain Cash Billing
- Maintain Petty cash
- Responsible for all cash & head cash collection ( Cheque Banking, NEFT & RTGS) for every day. ' Reporting for all outstanding as normal and finance
- Maintain Bank Reconciliation Statement and Reconciliation of Debtors & Creditors
- Account receivable / payable
- Monthly TDS Working
- GSTR3& GSTR1 Working
- Cash Distribution to farmer
- Month & Year End Process

#### **Additional Charge:**

- ERP Manager Training To company Staff to handle ERP.
- Updating in ERP System as per nature of business
- Update ERP system from test version to live working

## **Badgujar Jagatap & Co. (CA Firm) Duration: 01/07/2017 to 31/03/2020.**

**Designation: Office Incharge**

### **Key Responsibilities & Deliverables:**

- Data Entry in Tally- Purchase ,sale, Expenses & Bank Reconciliation
- GSTR3& GSTR1 Working and online return filling
- TDS working & e-TDS Return filling
- Month & Year End adjustment entry
- TDS working & e-TDS return Monthly & Quarterly
- Form 26 AS Reconciliation
- GSTR2A Reconciliation
- Transaction Audit
- Petty Cash Handling
- Sundry Debtors follow-ups
- Finalization of proprietor and partnership firm
- Providing on the job training to staff

### **Qualifications:**

Examination	Institute/University	Year of completion
• B.com	Savitribai Phule Pune University	2019
• HSC	Maharashtra State Board	2016
• SSC	Maharashtra State Board	2014

### **Skills & Strengths:**

- Adaptable and keen learner, Goal oriented, positive attitude
- Leadership skills, Communication skills, good listener and performer.
- Technically proficient in MS Office (Excel, Word & PowerPoint)
- Good knowledge on working with SAP, POS-BO & Tally ERP, 7.2,9.0, MPOS.)

### **Trainings Completed:**

- Information technology training (ITT)
- Orientation Program

### **Personal Details:**

**Date of Birth** : 06<sup>th</sup> August 1998.

**Permanent Address** : Mu. Kawadi, Post. Shewala, Hingoli Maharashtra – 411701

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

**Hobbies** : Listening music, motivational speech

### **Declaration:**

I, the undersigned declare that the information specified in this Resume is true to the best of my belief and knowledge and correctly describes my experience and myself.

---

Place: **Amravati**

**Sakharam Patange**