



**BALAJI MAULA PANDILWAD**

H.No.2/2/43 Shahbazar Bhoiwada,  
Near Muskan Kirana Aurangabad – 431001

Contact no: 9764 777 907 / 8275672141

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**Objective:** Long – term relationship with an employer where the skills and techniques developed over career will assist me in performing the duties required. Where the task accomplished make me a valued asset, which maximizes potential and aptitude to face the challenges in a career.

**Career Summary:** Account Officer with more then 3+ years' experience in the fields of Retail store management.

|                            |                          |                       |
|----------------------------|--------------------------|-----------------------|
| <b>Areas of Expertise:</b> | People Management        | Customer Satisfaction |
|                            | Administration           | IT Knowledge          |
|                            | Marketing and promotions |                       |

**Computer Skills:**

- Packages: MS Office
- Operating Systems: Windows 2000/XP & Seven.
- System Applications: Oracle, SAP, TP Linux, AX.
- Course in Computer: Tally ERP 9.
- Certificate in MS CIT
- Internet All Types Work.

**Education:** Bachelor of Commerce in Banking & Finance

**-: Work Experience:-**

**Present Experience:**

**Name of Company:** - Vlcc Health Care Limited.

**Duration:** - 08<sup>th</sup> August 2018 to Till Date

**Designation:** - Accountant

**Location:** - Aurangabad

**Duties:-**

- Responsible for the all payment received from the customer accounted in Zenoti & SAP.
- Appropriately and strict adherence to SOP.
- All purchase bill inward/Outward in Zenoti & SAP.
- All instruction received from retail department and account department is fallow.

- Responsible for Vendor payment timely.
- To look after daily reports petty cash, cash, credit/debit card tally.
- Responsible for Material Management FIFO basis & physical verification monthly.
- All Staff Attendance Monthly basis reports.
- Analyzing store sales figures as a region head manager require reports.
- All document and file manage for audit purpose.

**Initial Experience:**

- A. **Name of Company:** - Tribhovandas Bhimji Zaveri Limited.  
**Duration:** - 06<sup>th</sup> January 2013 to 30 Dec 2017  
**Designation:** - Cashier – sales Support  
**Location:** - Aurangabad

**Duties:-**

- Responsible for the all payment received from the customer accounted in POS.
- Appropriately and strict adherence to SOP.
- All instruction received from retail department and account department is fallow.
- Responsible for sale and customer suggestion.
- To look after daily reports petty cash,cash,GV sale,credit/debit card tally.
- Manpower counting weekly basis reports.
- Analyzing store sales figures as a store manager require reports.
- All document and file manage for audit purpose.

- B. **Name of Company:** - Trent Hyper Market.  
**Duration:** - 15<sup>th</sup> Sep 2010 to 02<sup>nd</sup> Jan 2013.  
**Designation:** - Account Officer.  
**Location:** - Star Bazar - Aurangabad.

**Duties:-**

- Managing up to 43 members of staff.
- Responsible for the daily managing of staff and the assigning of duties.
- Maintain floor discipline and take suitable steps to avoid thefts and losses.
- Managing and motivating staff to accurate billing and customer satisfy.
- Handling customers - managing sales assistants/associates & dealing with queries.
- Maintaining the database of customers & various KPI reports.
- Maintaining awareness of market trends and monitoring local competitors.
- Manage budgets set by Area Accounts Team.
- Maintaining accurate records of all pricing, sales, and activity reports.

- C. **Name of Company:** More Hyper Market.  
**Duration:** 07<sup>th</sup> Jun 2007 to 13 Sep 2010  
**Designation:** Cashier cum Account Executive.  
**Location:** More Mega Store - Aurangabad

**Duties:-**

- Handling 12 cash counter.
- Administration all data maintain for all account team.
- Develop marketing strategies and sales policies
- Promotion and awareness of products within corresponding areas.
- Maintaining stock levels & billings.

- D. **Name Of Company:** Subhiksha Super Market.  
**Duration:** July 2006 to Feb 2007

**Designation:** Cashier cum Sales Executive.

**Location:** Chelipura – Aurangabad.

**Duties:-**

- Responsible for the entire showroom
- Achievement of sales targets
- Customer Service
- Training for new staff & cashier absent Billing.

E. **Name of Company:** State Bank Of Hyderabad.

**Duration:** May 2003 to April 2005

**Designation:** Peon.

**Location:** Station Road Br – Aurangabad.

**Duties:-**

- Handling Bank Master Program.
- Handling Cash under Head Cashier.
- Arrange daily basis all voucher.
- Maintaining All Files & Reports for audit purpose.
- Full time Help for March Ending Reports.
- Working all Loan Department, Cash Counter and Customer Service Desk.

**Personal Details:**

|                 |   |                               |
|-----------------|---|-------------------------------|
| Father's Name   | : | Maula Pandilwad               |
| Date of Birth   | : | 01 <sup>st</sup> January 1983 |
| Gender          | : | Male                          |
| Marital Status  | : | Married                       |
| Languages       | : | English, Hindi & Marathi      |
| Driving License | : | Yes                           |
| Passport        | : | Yes                           |
| Nationality     | : | Indian                        |

**Current Working Location:** Aurangabad (Maharashtra) Ready to Relocate.

***Declaration***

I, hereby declare that the information given above is true and perfect to the best of my knowledge.

Place :- Aurangabad

Date :-

Yours Faithfully,

**Balaji Pandilwad**