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| **RESUME** |

**Mr. Sachin Mundada**

‘Akansha’Row House No 2,

Sneha Residency, Sanghasrsh Ho Soc.

Garkheda, Ch. Sambhaji Nagar Maharashtra -431001

🕾: +91 9372526345

🖂: sachin.mundada@rediffmail.com

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| * **CAREER OBJECTIVE** |

Dedicated and experienced professional with over 26 years of expertise in Accounts, Retail Purchase, and Store Management seeking to leverage extensive experience and skills in a challenging role. Possess a strong background in management, accounting, merchandising, and customer relations.

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| * **PROFESSIONAL EXPERIENCE** |

* **Senior Accounts Executive**

Rishi Fibers Pvt Ltd (Riddhi Siddhi Group)

[May 2021 - Present]

* + - Manage all aspects of accounting operations for Rishi Fibers Pvt Ltd and other six group companies.
    - Handle financial transactions, accounts payable and receivable, Sales and Purchases.
    - Preparation and uploading of TDS and TCS return workings for Six Group companies.
    - Checking of 26AS and posting of TDS received with reconciliations.
    - Assisting Managers and coordinating with both Internal Auditors and Statutory Audits to provide all the support relating to required documents.
    - Generating Form 16/16A and providing it to the concerned parties.
    - Making and processing of monthly salaries of Staff working at corporate office.
    - Processing of Monthly Statutory payments (PF, ESIC, GST, TDS & TCS )
* **Senior Accountant**

Lalchand Mangaldas Soni Gems & Jew Pvt Ltd (LMS Group)

[Sep 2011 - April 2021]

* + - Managed day-to-day accounting activities, including journal entries, Ledger reconciliations and Bank Reconciliations.
    - Coordinated with external auditors during the audit process.
    - Processed bank payments and prepare monthly TDS, TCS, and GST Returns.
    - Managed Inventory and its levels.
    - Posting of monthly books closing entries.
    - Prepared monthly stock statements for Cash Credit Account and salary workings.
* **F & V Category Merchandiser**

Spencer’s Retail Ltd (Hypermarket) (RPG Group)

[Jun 2007 - Aug 2011]

* + - Oversaw the fruits and vegetables category, including procurement, pricing, and promotion.
    - Managed inventory levels to ensure optimal stock availability while minimizing waste.
    - Collaborated with vendors to negotiate favorable terms and maintain strong supplier relationships.
    - Analyzed sales data and market trends to develop merchandising strategies.
* **Store Manager**

Maniyar Basmati House & Hyper Market

[Apr 1998 - May 2007]

* + - Directed all aspects of store operations, including staffing, inventory management, and customer service.
    - Developed and implemented sales and marketing strategies to drive revenue growth.
    - Conducted regular performance evaluations and provided coaching to staff members.
    - Maintained a clean and organized store environment to enhance the customer experience.

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| * + **EDUCATION** |

* + - * Bachelor of Commerce,

Mumbai University.

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| * + **KEY SKILLS** |

* + - Strong analytical, numerical, and interpretive skills.
    - Excellent communication skills.
    - Self-Motivated and independent working.
    - Excellent knowledge of accounting principles and practices.
    - Customer friendly attitude

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| * + **IT PROFICIENCY** |

* Softwares : Acme Infinity, Tally Erp, Focus & Lighthouse oracle-based ERP

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| * **PERSONAL DETAILS** |

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| Date of Birth | : | 23rd Nov 1975 |
| Marital Status | : | Married |
| Nationality | : | Indian |
| Sex | : | Male |
| Languages | : | English, Hindi, Marathi & Marwari |

Date: 29/05/2024 (Sachin Mundada)