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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**
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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**
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* **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**
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* + - * Bachelor of Commerce,

 Mumbai University.

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| * + **KEY SKILLS**
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* + - 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**
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* 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)