**RESUME**

**UMESH NANDKISHOR SOMANI**

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**Address:** Pundlik Nagar , Aurangabad-431001.

**D.O.B.:** 04-01-1985

**Profile:-**

( 1 ) I am designated as Cashier at “Tanishq Jewellers” India’s leading jewellery brand Company Name “TITAN COMPANY LTD’’ Handling Showroom from last 6 year’s successfully in Aurangabad Showroom.

( 2 ) I am designated as Cashier at “Mia By Tanishq Jewellers” India’s leading jewellery brand Company Name “TITAN COMPANY LTD’’ Handling Showroom from last 10 month successfully in Aurangabad Showroom.

**Profile Details:-**

1. Handling day to day store operations as per Company SOP.
2. Banking, Accounts & finance with Reconciliations of Monthly Revenue Reports with Finance Dept.
3. Stock handling with shuffling of stock of jewellery as per SOP provide by company & Stock Audit (Physical Stock Verification Process)
4. Responsible for all types of IT related issue like Poss. version upgrading in Server & client

Applications, Monthly Data Backup, Poss. Reports Version,

1. Sending Monthly Reports to Regional office & co-ordinations as per requirement.
2. Attending quarterly audits & co-ordinate with various Audit Teams for Completion of Audit Successfully

**Education:-**

1. B.Com from Dr.B.A.M.U., Aurangabad in March-2008.
2. H.S.C. from divisional board, Aurangabad in Feb.2004.
3. S.S.C. from divisional board, Aurangabad in March-2002.

**Other Diploma :-**

1. Tally ERP 9 (tally 6.3, 7.2, 9.0)
2. MS-Office

**Certificate Of Excellence**

1) Best Commercially Complied Cashier .

**Computer efficiency**

1) Working on POSS applications with billing & inventory Management

2) Tally 9.02 ERP & GST advance version.

Thanks & Regards,

Umesh Somani