

Sudev Shyam Kharat

S. No 103, Jai Prakash Nagar,
Yerawada, Pune 411 006.
Mobile: 9763649195/7875620350
kharat.sudev@gmail.com

I want to dedicate and devote my all skills, knowledge, and expertise
And intelligence to the organization. I serve and try to give my best
Performance for the achievements of the organization's goals.

Birth Date
Marital Status
Languages

10th July 1987
Married
Marathi, Hindi & English

Qualification

Name of Exam	Board / University	Year of Passing
BA (General)	Dr. D Y Patil Vidyapeeth Pune	2009
H.S.C	Maharashtra Board	2004
SSC	Maharashtra Board	2002

➤ Work Experience:-

Currently Working with Tribhovandas Bhimji Zaveri Ltd,
At Bund garden Road, Pune 411 001
As a 'Cash Officer' From 01/03/2012 to 31/12/2018.
As a 'Cashier-Cum-Accountant' from 01/01/2019 to 31/03/2022.
Current Post 'Account-Cum-Cashier' from 01/04/2022 to till date.

Job Profile

- Responsible for maintain of account in computerized environment in(POS & Oracle)
- Responsible for update day-to-day bank formalities & Reconciliation
- Responsible for daily control A/C reconciliation
- Preparation of Cash flows and branch reports
- Reconciliation of company various bank accounts/statements on daily basis
- Weekly reconcile the balance with the parties & make the balance report of customers
- Handling petty cash ,reconciling petty cash and dealing with payment
- Payrolls Management (Maintain Attendance, salary Slip)
- Utility bills payment online
- Handling stationary and packaging material
- Perform internal audits and submit detailed recommendations to management and Directors, identifying potential problems, excessive spending and solutions for the same.
- Handle customer queries/feedback as well as resolving their problems.

➤ **Work Experience:-**

Working with BIG Bazaar (Future Value Retail Ltd),
Pune 411 015.
As a 'Head Cashier' From 04/12/2006 to 10/01/2012.

Job Profile

- Handling the 'Customer Service Desk'.
- Handling billing points at the store.
- Handling exchange & refund desk.
- Handling all backend activities e.g. DSR, discount report, banking etc.
- Working in Back Office as a subordinate to Officer of Cash.
- Tallying total collection of cash by cashiers.
- Making reports: Daily Sales Report; Discounts Reports; etc.
- Seeing bank activities like Cash Deposits/ Withdrawals etc.
- Handling EDC Machine.
- Taking control of cash team & Training cashier team.
- Handling Petty cash.
- Handling store promotion offer.

ABOUT MYSELF

I am a confident, optimistic person with good inter-personal, analytical and logical reasoning Skills belong to an educated and respectable family. To attain a challenging and responsible. Position where I can contribute the best of my skills and efforts for the growth, development and Achieving organizational objectives of the company as well as the development of self.

Place: Pune

Date: / /

You're sincerely,

Sudev Shyam Kharat