##### Resume

##### Sarika Bappasaheb Jadhav.

46/1 N9H,

Shri krishnanagar,

Hadco,TV Center ,

Aurangabad-431003.

Maharashtra (India).

Mobile no: +91-9158319916/9860177612.

Email: Sarika1.late@gmail.com

Apply For the Post of: -

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| Career Objective |

* To work in challenging and professional environment where I can apply my skill and knowledge and expertise to achieve organizational and personal excellence.

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| Key Skills |

* ****Strong in handling cash counter****
* Daily stock counting & Check system stock physical stock.
* Old gold Check & send to HO.
* Gold stock  Inword & outword .
* Other stock inword & outword check
* Petty Cash Expences book.
* All collection Reconciliation Daily Basic.

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| Job Responsibility |

Working With “Cashier” Tanishq (Shri Tulsi Jewels) Aurangabad looking of all cash counter Activities or back office activities.

* Collecting payments from customers and daily cash tallying Payment Collection.
* Collecting the payment from customer through bank transfer (RTGS / Net banking)
* Opening the cash counter at the beginning of the day
* Would be responsible for all sales proceeds including cash, cards, coupons, GV, etc.
* Responsible for proper accounting of petty cash expenses of the stores.
* Accounting of Daily Sales, Petty cash Expenses Accounting & Banking of Sales Amount.
* Responsible for training and development, Training and development of cash team, Attrition control of the cash team
* Responsible for all Cash, card & other Receipt payment & petty cash payment.

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| Job Responsibility |

Working With “Cashier” Waman hari pethe sons Aurangabad looking of all cash counter Activities or back office activities.

* working as post of “Cashier” Waman hari pethe sons Aurangabad.
* Would be responsible for all sales proceeds including cash, cards, coupons, GV, etc.
* Responsible for proper accounting of petty cash expenses of the stores.
* Solely responsible for the running of the cash office with the store manager's overall supervision
* Accounting of Daily Sales, Petty cash Expenses Accounting & Banking of Sales Amount.
* Responsible for training and development, Training and development of cash team, Attrition control of the cash team
* Responsible for all Cash, card & other Receipt payment & petty cash payment.

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| Job Responsibility |

* More Mega Store As A cashier.
* Responsible for the running category wise monthly HO promotion, local promotion to meet the targets
* Team Building

Guiding Directing & building skill of team towards organizational objective

through proper planning.

* Responsible for the Store Profitability.

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| Job Responsibility |

* Sarswat corporative bank Ltd.

Responsible for the running Department of cheque Carling ( 13.03.2007 to 14.09.2007

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| Achievements till date |

* Awarded as Fastest cashier.
* Awarded as Highest Cash collection Cashier.

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| Job Profile |

Oversees cash control operations; reconciles cash count with sales figure; processes charge card receipts; prepares bank deposit; and ensures registers have adequate cash for operations.

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| Educational Qualification |

* Bachelors of Commerce

From Dr. B.A.M.U Aurangabad.

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| Computer Skills |

* MS-CIT “Maharastra State Certificate Course in Information Technology” Aurangabad.

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| Personal Details |

* Name : Sarika Jadhav.
* Husband Name : Bappasaheb Jadhav.
* Date of Birth : 27/11/1985
* Gender : Female
* Marital Status : Married
* Religion : Hindu
* Phone No : 9158319916 /9860177612
* Nationality : Indian
* Languages : English, Hindi, Marathi
* Permanent Address :46/1 N9H Shri Krishnanagar Hdco TV Center,

Aurangabad-431001.

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| Declaration |

* I confirm that the above statements are true to the best of my knowledge.

Yours Faithfully,

Sarika B.Jadhav.