**Resume**

**Bappasaheb B. Jadhav**

**Aurangabad**

**Maharashtra (India).               Mobile no: +91-9922650225/9158319916**

**Email:** [**Bappasaheb.jadhav@gmail.com**](mailto:Bappasaheb.jadhav@gmail.com)

**Apply For the Post of: -Accountant**

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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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| **Current Employee** |

Working With **Hathway Mcn Private Ltd** as Accountant in Aurangabad.

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| Job Headline |

ERP oracle Accounts , Accounts payable, Account receivable, bank reconciliation, Supplier & Collation Reconciliation GL Reconciliation GST, TDS, Ledger inquiry, Cash Flow & Online payment Cash Headlining Retail Accounting, Gold Commercial Activity.

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| **Job Responsibility** |

**Position Held  : - Accountant period :- Nov-2019-To Till Date**

* **Responsibilities:-**
* Good Knowledge ORACLE, POS, MIS.
* Bank reconciliations ,Stock Reconciliations Vender Reconciliations, Inter Company reconciliations
* Day by day activity, Month end closing activity, quarter Closing Activity, Year End closing Activity.
* All purchase , vender , petty cash expends Bill book in ORACLE.
* Account payable Entry Done daily basis in ORACLE
* Account Receivable entry daily basis in ORACLE
* Daily Cash Deposit Check & Entry in oracle System
* Monthly Audit All showroom preparations.
* All asset Check in monthly basis
* Petty Cash Expenses book ORACLE
* Handling customer complaints
* Proper reporting to Store Manager & commercial team  as per requirement
* Reconcile bank accounts & MIS reporting
* Analyse and monitor monthly financial statements, Client Billing & Collection ( income statement of cash flow)
* Ensure operational compliance and policies, procedures and regulations are being followed for any necessary entities.

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| **Job Responsibility** |

**Reliance Retail Ltd (R J Jewels ) as Assistance Manager** looking of all **Commercial & Floor.**

**Position Held  : - Assistance Manager (Commercial & Floor) Period :- 19-Oct-2016 To 05-Feb-2018**

* **Responsibilities:-**
* Good Knowledge SAP, POS, MS-OFFICE.
* Bank reconciliations ,Stock Reconciliations Vender Reconciliations, Inter Company reconciliations
* Day by day activity, Month end closing activity, quarter Closing Activity, Year End closing Activity.
* All purchase, vender, petty cash expends Bill book in SAP.
* Account payable Entry Done daily basis in ERP
* Account Receivable entry daily basis in ERP
* Daily Cash Deposit Check & Entry in oracle System
* Monthly Audit All showroom preparations.
* All mode of payment Reconciliation.
* All asset Check in monthly basis
* Vat, Services tax, income tax GST working monthly basis..
* Gold stock Inward & outward process Way bill arrange & all stock sending document checks.
* Reconciliation of all Cash, Card, Credit notes, Gift vouchers, Sodexho and other tenders
* Petty Cash Expenses book SAP
* All stock GRN update in system
* Solving all Sale bill related queries & handling Customer Complaints.
* Store Duty operations (Acting Store Manager’s role on behalf of Store Manager)
* Handling customer complaints
* Check balance sheet & P&L Accounts Monthly
* Proper reporting to Store Manager & commercial team  as per requirement.

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| **Job Responsibility** |

**Tribhovandas bhimji Zaveri Ltd (TBZ- Original ) as Account Officer** looking of all **Cash Account.**

**Position Held     : - Account officer  (Cash & Account) Period :- 22-Nov-2012 To 17-oct-2016**

* **Responsibilities:-**
* Good Knowledge ORACLE, POS, MS-OFFICE.
* Bank reconciliations ,Stock Reconciliations Vender Reconciliations, Inter Company reconciliations
* Day by day activity, Month end closing activity, quarter Closing Activity, Year End closing Activity.
* All purchase, vender, petty cash expends Bill book in SAP.
* Account payable Entry Done daily basis in ERP
* Account Receivable entry daily basis in ERP
* Monthly Audit All showroom preparations.
* All mode of payment Reconciliation.
* Vat, Services tax, income tax GST working monthly basis..
* Gold stock Inward & outward process Way bill arrange & all stock sending document checks.
* Reconciliation of all Cash, Card, Credit notes, Gift vouchers, Sodexho and other tenders
* All stock GRN update in system
* Solving all Sale bill related queries & handling Customer Complaints.
* Handling customer complaints
* General entry pass in ERP
* Check balance sheet & P&L Accounts Monthly
* Proper reporting to Store Manager & commercial team  as per requirement

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| **Job Responsibility** |

**Hypermarket more MEGASTORE Aditya Birla Retail Ltd since 11th August 2011 To 02-Feb-2012**

**Position Held   : - Customer support Manager (Cashier & Customer Service)**

* **Responsibilities:-**
* Managing a group of 30 Cashiers, briefing them, and providing them training in terms of
* Cashiering, customer care, and Different Promotional Scheme and Operational activities
* Making sure of running smooth Cashiering & CSD operations of store.
* Ensure proper cash banking done as per sales report
* Closing all customer feedbacks.
* Proper scheduling of staff as per requirement.
* Reconciliation of all Cash, Card, Credit notes, Gift vouchers, Sodexho and other tenders
* Solving all billing related queries.
* Store Duty operations (Acting Store Manager’s role on behalf of Store Manager)
* Training & briefing of all the staff on regular basis
* Handling customer’s complaints
* Proper reporting to Store Manager as per requirement.
* Institutional sale of Gift vouchers.

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| **Job Responsibility** |

Pantaloons Retail Ltd working as post of “Head Cashier” Brand Factory Aurangabad (01-03-2010 – 09-08-2011)

∙ Big Bazaar Aurangabad working as post of “Cashier” (17-09-2007 – 29.02.10)

∙ handling all cash team Big Bazaar & Brand Factory big Bazaar cashier 23 people & Brand Factory 6 people.

∙ Responsible for all Cash, card & other Receipt payment & petty cash payment

∙ Handling Two Month Brand Factory Store Manger Responsibility

∙ Handling Seven Month Assistance Department Responsibility

**Guiding Directing & building skill of team towards organizational objective**

**Through proper planning**

* Big Bazaar is part of India’s largest retail chain and subsidiary of **Pantaloon Retail (India) Limited.** owns and operates multiple retail formats including Pantaloons, Big Bazaar, Food Bazaar, Brand Factory, Central, E-Zone, Fashion Station, Depot and many others.

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| **Job Responsibility** |

**Sapana super market (Sapana poliware Ltd) as Supervisor Date 16-Nov-2006 To 18-Nov-2007**

∙ 6 month Promoted as a store manager (Sapana Super market) format of 2200 Square feet in 2006 & 16 lack To 24 lack monthly

∙ Responsible for the achieving Category wise targets

∙ Responsible for the running category wise monthly HO  promotion, local promotion to meet the    targets

Guiding Directing & building skill of team towards organizational.

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| **Achievements** |

∙ **Three time appraisal for future group outstanding performance**

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| **Educational Qualification** |

**∙ Bachelors of Commerce From Dr. B.A.M.U Aurangabad with 2nd Class March 2007**

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| **Computer Skills** |

MS-CIT “Maharashtra State Certificate Course in Information Technology” Aurangabad

∙ Tally 7.2(“Maharashtra Centre for Entrepreneurship Development”) from Disha Computer Institute Aurangabad (‘A’ Grade)

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| **Personal Details** |

**∙** Name     : Bappasaheb Jadhav

∙ Father Name              : Bharatrao Jadhav

∙ Date of Birth                  : 08/08/1985

∙ Gender                  : Male

∙ Religion                  : Hindu

∙ Phone No                : 7972394993

∙ Nationality                        : Indian

∙ Marital Status                  : Married

∙ Languages                        : English, Hindi, and Marathi

∙ Permanent Address        : Plot No.50, Line No.4, Ambika Nagar, Mukundwadi, Aurangabad-431001

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| **Declaration** |

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

**Yours Faithfully,**

**Bappasaheb Bharatrao Jadhav.**

**7972394993/9922650225**

**Aurangabad-431001**