

# SHOBHRAJ DEEPAK CHOUDHARI

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“Saffron Heritage”, Kanchanwadi, Paithan Road, Aurangabad (MH) – 431011

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## Career Objective

To obtain a challenging position in the field of accounting and finance where I can utilize my skills and knowledge to contribute to the growth of the organization.

## Work Experience

- **ADM - Accounts & Admin**  
Infinity Retail (Croma) Ltd. | Ahmednagar, Maharashtra | Dec 2022 - Present
- **Head Cashier**  
GNI Infrastructure & Petrol Pumps | Aurangabad, Maharashtra | Jan 2019 - Oct 2022
- **Accounts Officer**  
Avenue Supermarts (D-Mart) Ltd. | Aurangabad, Maharashtra | Jun 2017 - Nov 2018

## Key Skills & Responsibilities

- SAP handling
- Vendor invoices verification, reconciliation and processing
- Making timely payment to vendors as per company guidelines
- Handling & resolving vendor queries and disputes on timely basis
- Bank reconciliation
- Handling of petty and coin cash and reconciling it with ERP systems
- Managing BNA cash deposits and preparing related records & reports
- Processing salaries as per company policy
- Booking of GRN in ERP systems along with their matching with purchase orders
- Preparing product record trackers
- Preparing monthly MIS reports as required

## Education

- Diploma in Taxation Laws (DTL) from M. P. Law College (Aurangabad) with “B” grade in the year 2018.
- Master of Commerce (M. Com) examination with “A” grade in the year 2017 from Deogiri College (Aurangabad).

## Certifications

- Computer Learning (MS-CIT)
- Microsoft office

## Hobbies

- Playing cricket
- Watching movies and TV shows
- Travelling

## Additional Details

- Date of Birth – 26<sup>th</sup> August 1993
- Blood Group – B+
- Marital Status – Married

I hereby declare that the above-mentioned information is true to the best of my knowledge.