

RESUME

Mr. Vijay Laxman Aher

B.A.


Mob : 8275452494

E-mail ID : vijayaher89@gmail.com

PROFILE :

I Want to achieve a position in the top management in an organization through my dedication, analyzing and decision-making abilities. I want to utilize my knowledge, experiences and skills in a progressive organization that offers an Environment to grow with good Opportunities and Challenges.

WORK EXPERIENCE :

 **Chandukaka Saraf & Son's Pvt. Ltd.**
Sangamner,Ahmednagar.
As a Head Cashier.
Sep 2019 - Till date.

Job Responsibilities :

- ✓ Monitor on daily petty cash expenses.
- ✓ Action on audit report or audit points.
- ✓ Deduction list, no more payable list etc.
- ✓ Check daily debtors list and followup on that.
- ✓ Work on customer service.
- ✓ Good time management.
- ✓ Accurate cash handling.
- ✓ Good knowledge of gold testing machine.
- ✓ Good knowledge of Old metal purchasing.
- ✓ To find out different customer behavior and suggest accordingly and Improve customer experience.

 **Sopan Nivrutti Maid Jewellers.**

Loni, A.Nagar.

As a Cashier..

Apr 2007- To Sep 2019.

EDUCATION PROFILE :

- ✓ S.S.C Passed from Shri Rameshwar Vidyalay Chanegaon Affiliated to Pune Board.
- ✓ H.S.C Passed from Shri Chatrapati Shivaji Junior Collage Pathare Bk, Affiliated to Pune Board.
- ✓ B.A Pursuing, From Art's Commerce Science Collage Satral, Affiliated to Pune Board.

OTHER QUALIFICATION :

- ✓ Basic Computer Knowledge.
- ✓ Having well knowledge of Ms-Word, Ms-Excel, Ms-Power Point etc.

SKILLS :

- ✓ Good communication skill.
- ✓ Hard Working.
- ✓ Willingness to accept responsibility.
- ✓ Flexible in any working environment.
- ✓ Team – oriented.
- ✓ Good time management.
- ✓ Cheerful and energetic.

PERSONAL DETAIL :

Address : At. Chanegaon, Post. Dadh Bk
Taluka - Sangamner
Dist. - Ahmadnagar - 413714

Mobile No. : 8275452494

E-mail ID : vijayaaher89@gmail.com

Date of Birth : 11th June 1988.

Languages Known : Marathi, Hindi & English.

DECLARATION :

I hereby declare that all the above information is correct to the best of my knowledge.

Place: Sangamner

(Mr. Vijay L. Aher)