



ABHISHEK G SAWANT

Mobile: 9359344033

Email: sawantab54@gmail.com

To handle a challenging role in the reputed organization and to prove honest in the execution of duties entrusted to me, with fully utilizing my skills and abilities.

CORE COMPETENCIES

Written & Verbal Communication /
Presentation skills.
Accounts Receivable / Payable.
Willingness to learn new things.
Good communication / Professionalism
Reconciliation
Microsoft office / Excel / Word / Outlook
Tally ERP / SAP
Power Point

ACADEMIC CREDENTIALS

MBA (Finance), 2018.

A. C. Patil Colleges of Engineering,
kharghar mumbai university With
'B' Grade.

B.Com (Accounting & Finance), 2016

Dr. C D Deshmukh College
Roha Mumbai university With
'B' Grade.

H.S.C. (Maharashtra state Board), 2013.

Kolad Jr. College. Kolad.

PERSONAL DOSSIER

Date of Birth: 15th Aughust, 1996

Current Address:

Roha, Raigad, Maharashtra. 402109

Permanent Address:

Roha, Raigad, Maharashtra. 402109

Languages Known: Marathi, English, Hindi.

Proferssional Summary :

I am looking ahead to work in a professional growth Oriented organization, where in one can make significant contribution To the success of to organization. Seeking a position that involves creativity, Challenges and that provides me, an opportunity to constantly strive to explore, innovate & excel in attaining organizational and my individual goals.

Accounting & Finance professional with MBA PG Degree, 5 years related work experience accounting methodologies & practices. Skilled ineffective interpersonal interaction.

JOB PROFILE / CAREER OVERVIEW

Organization : GIRISH ROADWAYS

Branch : HEAD OFFICE

Designation & Work Period :

Accountant & Billing Deaprtment From 1 January 2019
To till date.



Accountant and billing department.

Total account work upto P & L and Final Balance sheet

Maintaining day to day cash inflow and outflow.

Prepare daily bills of transport charges.

working in tally and software.

maintain driver monthly balance.

Auditing of bills daily and monthly.

Contact with parties for payment.

Working on GST and TDS.

Bank reconciliation on timely basis.

Mailing and contact with party.

Prepare quotation, PDF.

Handling audit related quaries

Training & Projects:

Summer Internship project on "GST & Its Impact on Banking Sector"

Project Report on critical review of working capital management project at ACPCEMSR [2018]
CSR report on social responsibility activities.

Awards & Acchivement :

Drawing Competetion / Cricket Tournament /
Kabbadi Tournament / Carrom Tournament College

Declaration:

I hereby declare that the details furnished above are true to the best of my knowledge.