

Resume



PERSONAL INFORMATION

Name : Sahil Vivek Bhide
Mobile. No : 8097173634 / 8108774052
DOB : 15 January 1998
Address : 146, Uma Nivas 2nd Floor RD-15,
Shri Krishna Nagar, Near Post Office Borivali (East)
Mumbai 400066
E-mail : sahilbhide15@gmail.com
Language : English, Hindi, Marathi, Japanese

WORK EXPERIENCE

- **ACS Industries India PVT LTD, Accounts Assistant**
(October 2023-January-2024)
 - Managed records of accounts, including invoices, PO copies, vendor payments, account receivable invoices, E-way bills, and customer POs.
 - Processed AP, AR, and GL transactions in ZOHO; conducted cross-verification of the Security Inwards Register for accuracy and compliance.
- **Tamhane and Mehta Chartered Accountant Firm, Office Assistant**
(January 2019 - March 2020)
 - Contributed as an integral part of the team at a reputable Chartered Accountant firm.
 - Demonstrated proficiency in office management and administrative tasks.
- **Shree Commerce Shree Commerce Classes, Office Assistant**
(May 2015 | 1 month)
 - Played a key role as an office assistant in facilitating smooth operations.
 - proficiency in office management and administrative tasks.

EDUCATIONAL QUALIFICATION

- **Japanese Language Proficiency Test (JLPT)**
Successfully passed N5 and N4 levels with an A Grade. (July 3, 2022)
- **Master of Commerce (Advanced Accountancy)**
Shailendra Degree College, Dahisar (East) (2019 - 2021)
- **Bachelor of Commerce (Banking & Insurance)**
Shailendra Degree College, Dahisar (East) (2016 - 2019)
- **Higher Secondary Certificate (HSC)**
Yojana Jr College, Borivali (East) (February 2016)
- **Secondary School Certificate (SSC)**
Abhinav Vidya Mandir English Secondary, Borivali (East) (March 2014)

CERTIFICATIONS

- **Cyber-Security Awareness Training in ACS Industries INC** (January 2024)
- **Career Catalyst Internship**
 - Position: Brand Associate
 - Younity Community Pvt Ltd, May 2023
- **Beginners to Advanced Excel Training**
 - Younity Community Pvt Ltd, July 2023
- **BUNKASAI Participation**
 - Japanese Cultural Event organized by TAJ (Teachers Association of Japanese Mumbai)
- **Japan Study Tour** (December 3- December 13, 2019)
 - Organized By PFLC (Professional Foreign Language Center).
- **CPF MSO (Certified Programme on Financial Marketing Sales and Operations)**
 - BSE Institute, 2019
- **NIELIT-CCC (Course on Computer Concept)** (2018)
- **Management of Retail Business** (2016-2017)
 - Shailendra Degree College, Grade: O
- **MS-CIT (Microsoft Certified Information Technology)** (2014)
 - Score: 77%

PROJECTS/EXTRA CURRICULAR ACTIVITIES

- **DLLE (Department of Lifelong Learning and Extension), Mumbai University**
 - Duration: 2016 - 2021
 - Engaged in Career Programming activities and participated in Industrial Oriented Programmes.
- **Workshops on Start-ups**
 - IIT-Bombay, 2018 - 2019
 - Actively attended workshops to enhance knowledge and insights into the startup ecosystem.
- **NSS Volunteer**
 - Year: 2014-2015*
 - Contributed as a volunteer in the National Service Scheme, showcasing commitment to community service.
- **Scout and Guide Programme**
 - Year: 2013-2014
 - Participated in the Scout and Guide Programme, demonstrating leadership and teamwork skills.

HOBBIES

- Traveling and Exploring New Places.
- Currency notes and Coins collection.
- Philately Collection

Date:
Place:

Signature
(Sahil Bhide)