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| **CURRICULUM VITAE**  **Mr.Vishal Keshav Sutar.**  **E-Mail:**  vishalsutar1985@gmail.com  **Mobile No**: **7387001619/7083101619**  Personal Data  **Date of Birth:** 20th September, 1985.  **Marital Status**: Married  **Languages Known:**  English, Marathi, Hindi.  **Hobbies:**  Playing Cricket  Listening & Playing Music.    **Address:**  Correspondence (Mailing )  Flat No 6, Sudarshan Apartment  Near Yash Clasic , Sus Road Pashan  Pune. Pin Code :- 411021  Permanent  At Post Varhad Jambhulpada  Tahsil :- Sudhagad Dist:- Raigad (Maharashtra )  Pin Code :- 410205 | Objective  **To achieve formidable career graph by acquiring a set of skills for self-development**  **And for the growth of the Organization.**  Total work Experience: 7+ Years.  Academic Qualification   * **2001 X G.K. High School. (Pune)** * **2003 XII Modern Junior College. (PUNE)** * **2006 B.Com. Pune University** * **Pursuing M.Com. (Banking & Finance ) Pune University**   Computer Literacy   * **SAP, R3, CRM 5, 7.** * **Tally 7.2** * **Basic Computer. MSCIT** * **Comfortable in working Windows XP Operating Systems** * **Proficient in use of Internet Application’s, DSS, AS400.** * **Microsoft Office Excel ,Word , PowerPoint** * **Government Certified Typewriting English & Marathi** |
| **Core Strength**   * Dynamic and self driven individual with rich experience of 7+ years in Cash Management in retail operation at world class establishments.   Fully conversant with Cash Management Commercial documentation, Bank accounting, Debtors (AR) & Creditors (AP) accounting.  Knowledge of working with SAP R3, SAP CRM,DSS & Varies billing Software  Providing leadership and motivational qualities like to the team to achieve their respective goals and objectives.  Organized and well structured at work.  Providing good service to Customer.  Co-ordination and co-operation with the team.  Good learner & good performer both in team & independent environment.  Ability to grasp quickly and retain it.  Stamina for hard work.  Good Analytical skill.  Honest, Sincere and a Hard Worker.  Handling entire retail store operation process. | Work experience:  **1) Reliance Retail Ltd. Working as Cash Management Officer**  **From December 2010 to Till Date**  **JOB PROFILE:**   * **Responsible for all Bank transaction (Cash, Cheque, Card, NEFT, RTGS, Plastic Money).** * **Handling entire retail store operation process (SAP). & POS System.** * **Leading a team of Cashiers in the store & handling all Cash Room Responsibility.** * **Responsible for handling store sales Cash.** * **Doing the Cashier’s sales Cash declaration at the end of the day** * **Responsible for depositing store sales Cash / Cheque in bank on daily basis.** * **Responsible for all mode of payment reconciliation** * **Responsible for Credit Card reconciliations retail store sales data with bank MPR report** * **Responsible for coordinate with CMS agency for Currency, Cheque, GV deposit** * **Making (DSR) Daily Sales Report & send to Management.** * **Making the entries of petty Cash voucher in SAP R3.** * **Vendor Invoice verification & processing on daily for Payment ( Scroll , Miro, IV, DMS )** * **Follow up Finance Company for Payment, Consumer durable** * **Making service entry of manpower, housekeeping, loader, security agencies &FMS** * **Accounting of Account Payable and Account Receivable** * **Providing leadership and motivational qualities like to the team to achieve their respective goals and objectives.**   Work experience:  **2) Infiniti Retail Limited - Working as Head Cashier**  **From April 2007 to November 2010**  **JOB PROFILE:**   * **Handled Foreign Currency ( US Dollar, Australian Dollar, Sterling Pound, Euro )** * **Leading a team of Cashiers and Cash in the store.** * **Solving Cashiering problem POS related transactions** * **Declaration of Cash counters. & handled front in POS Terminal.** * **Handled Customer Sales transactions all type Card, Cash, & Cheque,** * **Responsible for Demand draft & Gift voucher transaction reconciliation.** * **Checking of customer Credit card transaction & void & credit card reconciliation.** * **As per sales report Gift Vouchers, Cheques, Credit note, & discount, offers Update in System.** * **Bank reconciliation to be completed on time** * **Inward / Outward of GRN s store to store transfers (SAP).** * **Thorough knowledge of working with SAP.** * **IV process, DMS & Miro Process in SAP.** * **Making service entry of manpower, housekeeping, loader, security agencies &FMS** * **Handling the warehouse Responsibility.** * **MIS Reporting to Head office.** |
| **Seeking As a Position**  Teller  Cashiering  Head Cashier  Cash Management  Accounts  (Retail and Banking establishments ) | Work experience:  **3) Ozone Super Market (S.S. Muttha & Co.) working as Cashier**  **From Jan 2006 to March 2007**  **JOB PROFILE:**   * **Worked as a Cashier.** * **Responsible for retail cash billing on minimum billing time.** * **Responsible for accept various mode of payment ( Cash ,Credit Card , Sodexo, etc)** * **Handled POS Cash counter cash.** * **Making goods return credit note.** * **Responsible for services & Sales billing.** * **Key Knowledge of shutter up and shutter down.** * **Thorough knowledge of working with Tally & Retailware.** * **Checking of customer credit card transaction & Void, transaction.** * **Inward outward register process and food & safety measures /pest controls.** * **Indent Pos rolls, EDC rolls, shopping carry bags & stationary at Cash counter & for store use.** * **Reporting to Head Cashier & Store manager.**   **Place:**      Date: (Mr.Vishal Keshav Sutar) |