

# Resumé

## **Dabholkar Sunny Rajendra**

**Address:** Block D Flat No 1404  
Sahitya Hills  
Nr Naroda Mukatidham,  
Naroda Dehgam Road,  
Naroda, Ahmedabad.

**Mobile:** + 91 99986 52284

### **Work Experience:**

#### **Current Employment: -**

- **Company Name** : **Top-Guinee SARL**
- **Duration** : Since November,2018
- **Designation** : **Accounts Executive**
- **Job Profile** : **Accounting (Accounts Payable)**
- **Job Location** : **Conakry, Guinea (West-Africa)**

#### **About Company: -**

“**TOP-GUINEE SARL (Société A Responsabilité Limitée)**” is a limited Liability Company established in the year 1990, a sole distributor of “TVS Motors India Ltd” for entire West-Africa region which include countries like Guinea, Sierra Leone, Senegal, Gambia, Freetown, Mali, Burkina Faso, etc.

#### **Job Responsibilities:**

- Accounts Payable
- Preparation of Monthly MIS Reports
- Preparing costing sheets (Direct and Indirect expense on import/export).
- Scrutiny of Ledger
- Physical Audit (Cash and Inventory)
- Bank Reconciliation
- International Payment processing (International Suppliers, Employee Salary)

#### **Previous Employment: -**

- **Company Name** : **TVS Srichakra Ltd**
  - **Duration** : June,2016 to September 2018
  - **Designation** : **Executive**
  - **Job Profile** : **Sales Accounting**
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- To reconcile the accounts of Service Vendors (Transporter, CFA and Local Vendors)
  - MIS Reporting
  - Payment processing (Local and Service Vendors).
  - Sales Invoicing
  - Preparing Credit Notes and Debit notes (Quarterly & Monthly).
  - Maintaining petty cash transactions of regional office and warehouses.
  - Maintaining and reconciling the payment entries daily (Cheque and RTGS).

- **Company Name** : Vodafone Shared Services Limited
- **Duration** : May,2015 to June, 2016
- **Job Designation** : Officer (Written Communication)
- **Job Profile** : Centralized Back Office (Customer Service)

- To understand and tackle the queries or the request of the customer received on mail and revert back to customer with the resolution after navigating Oracle based applications and the application provided by the Vodafone within the limited time span and following the quality parameters set by the quality department of the Vodafone and make customer delight about Vodafone services.

#### **Educational Qualifications:**

Degree/Certificate	Year Of Passing	University/ Board	Institution	Aggregate
MBA (Finance)	Pursuing	Amity University	Amity University (Online), Noida	Pursuing
B.com	2012-13	Gujarat University	Sahajanand Arts and Commerce College	47%
H.S.C	2009-10	GHSEB	Aroma High School	55%
S.S.C	2007-08	GSEB	Aroma High School	53%

#### **Personal Details:**

**Date of Birth** : April 3, 1992  
**Languages known** : English, Hindi, Gujarati, Marathi, French (Intermediate)  
**Marital Status** : Single  
**Hobbies** : Teaching and playing outdoor games  
**Email Id** : [sunny\\_dabholkar@yahoo.com](mailto:sunny_dabholkar@yahoo.com)  
**Preferred Location** : Anywhere in India or abroad  
**Skype Id** : live:sunny3492

#### **Computer Knowledge:**

- Oracle Application (Accounts Payable Module)
- Microsoft Office (Word, Excel, Power Point)
- Microsoft Dynamics 365 (Finance and Operations Module)

#### **SAP Knowledge:**

- Invoicing
- Petty Cash Transaction
- Preparation of Stock Transfer Invoices
- Payment Reconciliation
- Expense Booking
- Credit Notes & Debit Notes

#### **Declaration:**

I hereby declare that the details and information given above are complete and true to the best of my knowledge.

Date :        /        /20

Place : Ahmedabad

(Sunny Dabholkar)