**RESUME**

**Personal Details:**

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| **Name** | **:** | **Sudarshan Magan Gadage.** |
| **Date of Birth** | **:** | 19th April 1984. |
| **Address** | **:** | E-1/23/C-10, Panchsheel Apartment, Phase II  Sector-10, Nerul. Navi Mumbai 4000706. |
| **Email** | **:** | sudarshan.gadage@yahoo.com |
| **Mobile No** | **:** | 8928112865/9869336452. |
| **Sex** |  | Male. |
| **Nationality** | **:** | Indian. |
| **Marital Status** | **:** | Married. |
| **Hobbies** | **:** | Listen to Bollywood Music & Playing Cricket, Carrom. |
| **Languages Known** | **:** | English, Hindi, Marathi |

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| **Education:**    **Typing:**    **Computer:**  **Literacy** | **B. Com** passed from **Mumbai University in** 2007.      **40 w p m** in **English** typing.  **Completed MS-CIT Course** (basic knowledge of computer)  & **Tally 7.2, Hardware, Networking, CCNA, MCSE.** |
| **Career Objective:** | To give 100% effort in office administration & work sincerely. |

1. **Shell Transource Pvt. Ltd. (Job Location – Belapur CBD Navi Mumbai)**

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| **Department** | **:** | Paper Digitization |
| **Duration** | **:** | 27th December 2006 To 15 March 2008. (**1 Year & 3 Months**) |
| **Designation** | **:** | Quality Checking Operator |
| **Responsibility &**  **Job profile** | **:** | * Working as a Quality Checking Operator for **NSDL** Process. * Handling the process of Paper Returns and Paper Digitization. * Keeping in track of pendency of paper return and clearing it out within the deadlines. * Knowledge about the Documentation required for Paper Returns, Pan Application, and Tan Application. |

1. **Paramatrix Technologies Pvt. Ltd. (Job Location – Sanpada Navi Mumbai)**

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| **Department** | **:** | Business Process Outsource |
| **Duration** | **:** | 17th March 2008 To 31 Dec 2020. (**12 Years 10 Months**) |
| **Designation** | **:** | Sr. Process Executive **US accounting**. |
| **Responsibility &**  **Job profile** | **:** | * Handling the project for Account Receivable * Entering & posting Customer Payments. * Entering Offset (customer close open balance in positive & negative amounts.) * Posting of daily sales invoices. * Running of the Interface check. * Running of the Aging (Wal-Mart Summary). * Entering CA (Credit Authorization) & RA (Return Authorization) * Processing Fabric Invoices. * Processing Contractor import files. |

**5. De Soto Technologies Pvt. Ltd. (Job Location – Ahmedabad Gujrat)**

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| **Department** | **:** | US Accounting |
| **Duration** | **:** | 4th January 2021 To till date. (Present Working) |
| **Designation** |  | Sr. Process Executive **US accounting**. |
| **Responsibility &**  **Job profile** | **:** | * Handling the project for Account Receivable & Accounts payable. * Entering & posting Customer Payments. * Entering Offset (customer close open balance in positive & negative amounts.) * Posting of daily sales invoices. * Running of the Interface check. * Running of the Aging (Wal-Mart Summary). * Entering CA (Credit Authorization) & RA (Return Authorization) * Processing Fabric Invoices. * Processing Contractor import files. * Handling the freight & non-fright invoices. * Handling Non-cost, SAC allheart invoice |

**The above information, to the best of my knowledge, is correct and true.**

**Place**:

**Date: (Sudarshan M Gadage)**