Shashikant Roshanlal Saini

Male, 31 Years

M.Com-Accounting

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| **Professional Experience** | | | | | | | |
| **Organization** | | | **Key Responsibilities** | | | | |
| Medlife Wellness Retail Private Ltd  June’18 – Present | | | **Associate Manager, Ahmedabad** | | | | |
| * Managing a Fulfilment Centre with strength of more than 50 employees * Maintaining inventory of around 8000 SKUs with daily inward and dispatch tracking. * Handling all operations from purchasing to delivery with maintaining SLA and cost as per management targets * Preparing daily reports and maintaining FC hygiene trackers to get overall view of functioning effectively. * Preparing proper roaster for working staff to make sure work is not hampered 24/7 and 365 days. * Keeping a proper track of activities and making sure company SOP is maintained thoroughly so there’s no loophole for any wrong activity. * Guiding and motivating team members with timely feedbacks and appreciation for getting best work done from whole team. | | | | |
| Bon Temps Pvt Ltd  Dec’15 – June’18 | | | **Account Executive, Ahmedabad**   Manage team of sites for account related work   Manage Purchase and vendors payments of all sites weekly and monthly basis.   Collect data from the sites on daily basis.   Prepare daily reports and forward to HOD.   Responsible for final purchase from vendors and billing of Mess.  Prepare salary report and PF & ESIC report on monthly basis of site wise.  Prepare different types of excel sheet as per requirement. | | | | |
| Instakart Services Pvt Ltd  Oct’14 – Dec’15 | | | **Junior Finance Executive, Ahmedabad** | | | | |
|  Responsible for verifying daily stocks which received from the warehouse of company.   Prepare daily Inward and outward reports of stocks and petty cash report.   Manage Cash sale and credit sale of branch.   Vendor management of branch.   Initiated the product audit, process audit, management review, internal audits, incoming & pre-dispatch inspection for the branch   Led the branch team and worked with the operation for process improvement   Control on daily expenses and inform to related department.  Prepare MIS reports | | | | |
| Hemant R Agarwal & Associates  Feb’12 – Sep’14 | | | **Account Executive, Ahmedabad** | | | | |
|  Manage daily Purchase, sales and taxation data in tally.   Prepare Audit Reports   Responsible for vouching of sales, verification of purchase, periodic non-conformance report and highlighting the trending challenges   Prepare Annual Reports of the company   Co-ordinated with customers during the in-process and final stages   Performed internal audits to assess compliance to standards and vendor audits for vendor assessment | | | | |
| **Educational Details** | | | | | | | |
| **Course** | | **Specialization** | | **University / Board** | **Institute** | **Year** |  |
| M.Com | | Accounting | | Gujarat University | S D School of Commerce | 2012 |  |
| B.Com | | Accounting | | Gujarat University | S D School of Commerce | 2009 |  |
| XII | | Commerce | | G.S.H.S.E.B | Sheth CL Higher Secondary School | 2006 |  |
| X | | General | | G.S.H.S.E.B | Pragati School | 2004 |  |
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| **Additional Education Degrees / Certifications** | | | | | | | |
|  PGDFMI with finance & Insurance from school of commerce, Gujarat University, 2016   * Certificate of Best Employee of the year 2019 | | | | | | | |
| **Achievements** | | | | | | |  |
| **Personal Information** | | | Father’s Name: Roshanlal Saini  Date of Birth: 15th August 1988  Marital Status: Married  Language know: Gujarati, Hindi, English | | | | |
| **Additional Information** | | | | | | | |
| Address: B/16 Shivdarshan Society, Tragad IOC Road, Nr Umabhawani Society,Tragad,Ahmedabad-382470   Hobbies – Excel work, Travelling Surfing, Watching Movies | | | | | | | |

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