

**Sagar Prakash Tukral**  
1/110, Vrindavan-1, Opp. Jai Hind Cinema,  
Chinchpokli, Mumbai - 400012  
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**CAREER OBJECTIVE:**

- To build my career in a progressive organization, that will provide me exciting opportunities to utilize my skills and qualifications for the prosperous benefits and successful future for me and my respective company.

**WORKING EXPERIENCE:**

**G Plus Classes as Administrative office assistant (From Aug-2015 to Sep-2016)**

- Carrying administrative duties such as filing, typing, copying, scanning etc.
- Record keeping (collection and processing of receipts of payment & vouchers) in Excel.
- Account related work (Preparing Receipt, Vouchers, Payment by cheque or other account related work).
- Maintaining data in excel with use of Vlookup, Hlookup, If, Index, Match functions.
- Responsible for maintaining the records of office inventory.
- Handling to Email, Telephone or face to face enquiries.
- Assist in recruitment and selection of staff where required.
- Coordinating with the Teachers, Students, Parents & Others etc.

**Regal enterprises as Back office Tally operator (Dec- 2016 to Aug- 2017)**

- Maintain tally vouchers records like sales, purchases, receipts, payments etc.
- Maintain excel records & handle company software.

**Phoenix mall (Lower Parel) Adidas showroom as Cashier (Sep-2017 to Nov-2017)**

- Carrying administrative duties such as billing, copying, scanning etc.
- Handling to email, telephone or face to face enquiries.
- Responsible for maintaining the records of billing transaction.
- Account related work (Preparing Receipt, Vouchers or other account related work).
- Counting cash and record them in excel.

**Adecco India Pvt. Ltd as (PAN India MIS Coordinator Liva) & Johnson and Johnson (Oct-2018 to Nov-2019)**

- Maintaining Database to track and analyze Promoters and Supervisors Performance at PAN India Level for Liva Fashion Advisor Activity 2018 (LIVA Fabric - Aditya Birla Group).
- Preparing and Tracking Daily Attendance of Promoters and Supervisors Performance at PAN India Level.
- Prepare Dashboard with daily, weekly, monthly reports regarding Customers Feedback Report, Barcode Report, Summary Report and Supervisors Performance Report etc.
- Maintaining attrition count at PAN India level and following up with respective branches to fill the positions. Coordinate with supervisors and get all the reporting done for the promoters.
- Preparing PPT for monthly review. Highlighting the issues to client on stock, store issues etc.
- Maintaining Database to track and analyze Promoters Performance for Johnson and Johnson (Baby Soap and Powder). Preparing Monthly Attendance of Promoters for Salary process.
- Preparing and Tracking Daily Attendance of Promoters, Sale Reports and following up with respective branches to fill the positions and Coordinate with Local area manager for solving problem of promoters store.

**EDUCATION BACKGROUND:**

- **M.Com** with **59%** from Mumbai University with **Grade B** in 2014.
- **B.Com** with **65%** from Mumbai University with **First Class** in 2012.
- **H.S.C.** with **66%** from Maharashtra State Board securing **66% First Class** in 2009.
- **S.S.C.** with **70%** from Maharashtra State Board securing **70% First Class** in 2007.

**OTHER SKILLS:**

- Typing Speed **30 wpm** in English passed with 'A' grade **84** marks.
- Typing Speed **30 wpm** in Marathi passed with 'A' grade **89** marks.
- Typing Speed **40 wpm** in English passed with 'B' grade **74** marks.

**ACADEMIC PROJECT:**

Project Name	:	Ratio Analysis
Industry	:	Cost and Accounting
Duration	:	6 months
Study About	:	Ratio Formulas, Advantages, Disadvantages

**COMPUTER PROFICIENCY:**

- **MS-Office** (Word, Excel and Power Point), **MS Outlook** and **Tally ERP 9**.
- **Advanced Excel 2010** course with 'A' grade.
- **MS-CIT** from Mumbai Securing **91%**.

**STRENGTH & SKILLS :**

- Ability to learn new concepts, team working abilities and a strong commitment towards the work that is undertaken.
- Good communication skill.
- Positive & ambitious attitude.
- Believe in smart work.

**HOBBIES:**

- Reading Books
- Playing video games & carom

**PERSONAL PROFILE:**

- Name: Sagar Prakash Tukral
- Father Name: Prakash Tukaram Tukral
- Date of Birth: 21<sup>th</sup> Feb 1991
- Marital Status: Single
- Gender: Male
- Religion: Hindu
- Nationality: Indian
- Linguistic Proficiency: English, Hindi and Marathi
- Contact No: +91-9004800984
- E-mail ID: tukral.sagar@gmail.com

**Declaration :**

I hereby declare that the above information is true to the best of my knowledge and understanding.

Date:

Place: Mumbai

(Mr. Sagar Prakash Tukral)