

Sayali Chavan

Address - 304, Patkar Sadan,
Yashodhan Nagar,
Thane (W)-400606.
Phone Number -7208637990
EmailID -123sayalichavan@gmail.com
Date of Birth - 25th November, 1998

Objective:

To secure a challenging position in a reputable organization to expand my learnings, knowledge and skills.

Work Experience:

Indian Oil Corporation Limited as an Apprentice-Accountant

Tenure – 23.02.2021 to 22.02.2022

Working on SAP ERP MM Module

Job Responsibilities:

- To create comparative statement from the tenders received
- To create Purchase Order in SAP
- To create Service Entry Sheet(SES) for services in SAP
- New Vendor creation in SAP
- To create Memorandum of Payment (MOP) in Excel
- To accept invoices from Bills tracking System(BTS)
- Verification of Invoices submitted by Vendor as per PO terms along with Delivery challan & Installation certificate, work completion sheet & service report
- Manpower Invoice checking with attendance sheet

Education:

- Master of Commerce (M.Com) Part-II – (Appeared-2021-2022)
Mumbai University, Mumbai
- Master of Commerce (M.Com) Part-I – 2021
Mumbai University, Mumbai

- Bachelor of Management Studies (Finance)-2019
N.G. Bedekar College of Commerce, Thane
- HSC-2016
K.B & S.C College of Commerce, Thane
- SSC-2014
R. J. Thakur English Medium School, Thane

Skills:

Microsoft Office

Tally ERP

SAP ERP MM Module

Certification:

MS-CIT

Tally

I hereby declare that all the information provided above is to the best of my knowledge and belief.

Signature
(Sayali Chavan)