

RESUME

BHIMASHANKAR SIDRAM SUTAR

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Mobile No. 9518780749

Objective:-

- I would like to pursue a career in an Industry, which will utilize my educational knowledge for achieving their business goals.

Key Skills:

SAP USER

MS OFFICE

Organization: Piaggio Vehicles PVT Limited, Baramati

Duration : April 2010 to Jan 2013

Designation: Sales support executive in-house back office

Roll Activity: -

- Preparation of MIS on monthly basis
- Schedule agreement preparing into SAP System & inform to logistic to dispatch.
- Keep records of all documentations related to Marketing Department
- Preparing Monthly Sales MIS Reports, Sales Reports & send emails to related division.
- Maintain daily sales, customer wise sales along with dispatch details.
- Maintain customer wise daily dispatch details & same inform to respective buyers
- Coordination & handling Logistics & related issues

Organization: Foundation Brakes Manufacturing Private Limited, Magarpatta, Pune

Duration : Feb 2013 to 30 Oct 2017

Designation: Sales support executive.

Responsibility:

- Handling of all documentations related to Marketing Department
- Emailing to all customers for further queries.
- Preparing Monthly Sales MIS Reports, Sales Reports
- Coordination with customer wise sales along with dispatch details
- Maintain customer wise daily dispatch details & same inform to respective buyers

Organization: Indo Schottle Auto Parts PVT LTD

Duration : 01 Nov 2017 to 31.12.18

Designation : Sales support Executive

Responsibility:

- Preparing production plan monthly.
- Intimation sending by mail to logistic to dispatch the material.
- Downloading EDI from Portal & updating in customer wise Pipeline files.
- Checking warehouse stock & maintain warehouse balance minimum & maximum level.

Organization: SBI CARD

Duration : 02 JAN 2019 - 16 Oct 2019

Designation : MIS executive

Responsibility:

- Preparing MIS reports of total dispatches
- MIS reports of run sheet DSR and approved decline and reporting to all ASM's and RSM
- Preparing MIS report on ASM WISE TL WISE and AGENT wise...

Present Organization

Organization: Pay square consultancy LTD

Designation: Payroll Associate

Duration: 18th Oct 2019 to till date.

Handled Client: The Tata power co. Ltd

Responsibility:

- Preparing full and final settlements for separated employees & ensuring accuracy as per the updated Labor Law.
- Finalizing payroll, including reconciliation and preparation of monthly MIS required for statutory compliances like ECR, PT Return etc.
- Updates payroll records by reviewing changes in tax exemption, salary deduction and job titles and departments/divisions/transfers/appraisal.
- Preparing management reports (statutory, manpower reconciliation, variance report etc.) by compiling summaries of earnings, taxes, deductions, leave balance and nontaxable earnings.
- Managing monthly statutory compliance activities for all client companies.
- Ensures timely issue of Pay slips, Tax sheets, Efficiency Report and Statutory Reports to respective clients.
- Maintains employee confidence and protects payroll operations by keeping some information confidential.
- Contributes to team effort by accomplishing related results.

Achievements & Extra Curricular Activities

- Secured a 1st spot award in our team at Pay square Consultancy Ltd. with excellent performance certificate.

Academic Qualification

1. B.A. (Bachelor of Arts)

PUNE UNIVERSITY WITH SECOND CLASS.

2. H.S.C:

Sambhajirao Shinde Jr. College, Solapur under Pune Board with 61% Marks.

3. S.S.C: - Shri Amogasidha Prashala, Korawali, Dist., Solapur under Pune Board With 65% Marks.

Personal nformation

1. Name : Sutar Bhimashankar Sidram
2. Permanent Address : At / Post – Korawali, Tal.-Mohol, Dist. - Solapur.
3. Present Address : - C/O Suvarna Bhavsaheb Jadhav, S/N 57/2-3, Pl No 34,
Near Spine Road, Sai Raj colony, Shivnagari, Chinchwad, Pune 411033
4. Date of Birth : 10th Oct 1984
5. Gender : Male
6. Status : Married
7. Languages Known : - English, Marathi, Hindi, Kannada.