

MR. SANDEEP DASHRATH CHOUDHARI

At Post :Naigoan,Tal : Haveli,Dist : Pune - 412110

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OBJECTIVE:

To secure a challenging position in a reputable organization to expand my learnings, knowledge, and skills. Secure a responsible career opportunity to fully utilize my training and skills, while making a significant contribution to the success of the company.

ACADEMICS:

- B.Com from Annasaheb Magar College, Hadapsar Pune in 2007
- HSC from Mahatma Gandhi Vidhyalaya Uruli Kanchan .in 2004
- SSC from Purogami Madhyamik Vidhyalaya, Naigoan in 2002

COMPUTER SKILLS:

- MS- Office (Word, Excel, Power Point)
- Tally Erp 9 / Tally Prime.
- DMS Software
- Good Knowledge Tally Integration & Hardware & Networking

PROFESSIONAL EXPERIENCE:

1) ACE KUDALE CAR PVT LTD

April 2011 to Present date

Designation: Asst . Accounts Manager

ACE KUDALE CAR PVT LTD is Authorized Dealership of Maruti Suzuki India Pvt ltd & Suzuki Two Wheeler. The company was established in 2009 based in Pune. Company having 3 Branches of 4 wheeler Showroom/Workshop & having 3 Branches of 2 wheeler Showroom/Workshop. Also Having 1 Hero Cycles Showroom in Manjari Pune. Ace Kudale Car is leading dealership in Pune from last 14 years.

Roles & Responsibilities:

- Overall responsibility of the accounts & finance department of the organization.
- Monitoring Inflow/Outflow of funds while taking adequate measures to ensure utilization of funds.
- Prepared financial reporting data.
- Assisted with internal and external audits.
- Prepared monthly and quarterly financial statements.
- Tracked monthly expenditures and revenue.
- Handled client billing & Monitoring Receivables & Payables .
- Maintain Sales & Purchase register / Debit note , Credit note
- Maintain Bills receivable & payables / Sundry Debtors & Sundry Creditors.
- Prepare Monthly GST Working Data
- Payment Follow-up.
- Knowledge of TDS, GST, ITR.
- Payment transfers.
- Handling Govt Compliance.

- Knowledge about (O/D) Cash Credit A/c
- Good Knowledge of Audit / Stock Statements / Net worth Certificate.

Responsibilities

- Cash billing Work.
- Billing & Vouching

STRENGTH:

- Good communication skills & Ability to lead & built a team like genuine team leader
- Hard work and self-motivated
- Can quickly learn new products / practices & adopt to changes
- Result oriented
- Ability to think logically & creatively

HOBBIES & INTEREST:

- Playing Cricket
- Swimming

PERSONNEL DETAILS:

SANDEEP DASHRATH CHOUDHARI

Current Address- At Post : Naigoan ,Tal : Haveli,,Dist : Pune - 412110
Date of birth: 10th Sept 1986
Marital status: Married
Sex: Male
Languages known: English, Hindi, Marathi.

DECLARATION:

I hereby declare that all the information provided above is true in all respects by the best of my knowledge and belief.

Date: 04 / 02/ 2025

Place: Pune

Sign :

Mr. Sandeep D Choudhari.