**Saurabh Sanjay Parekh**

**Mobile: 9890466405 /8087194011.**

**E-mail: Saurabh.143.sp@gmail.com.**

### Objective:

Looking for an entry-level position as a customer support to develop my interpersonal and subjects skills along with giving some contribution in company’s profit and to seek an organization with an open culture & repute that will ask for a challenging work & provide me development opportunity as the company develops.

**Work experience:**

1. AS a cashier in Vedant Fashions Pvt. Ltd. (Manyavar) for 2 years.
2. AS a Head Cashier in C’lai the cloth Pvt. Ltd. (silver leaf) for 6 months.
3. AS a customer service operator in Tracmail India Pvt. Ltd. For 6 months.
4. As a cashier & collection of cash in Raj Agencies (mRupee money transfer) for 1 year.
5. Also a Co-founder at Relive management from last 1 year.
6. As an telesales executive at creative crows technologies for 3 months.

**Key skills:**

-Good command over calculations.  
-Keen observer.  
-Quick learner.  
-Loyal towards work and duties.  
-Can work under stressed condition.

### Personality Traits:

-Excellent communication skills.  
-Hardworking.  
-Positive attitude.  
-Excellent team player. -Self-motivated.  
-Ability to work in-group as well as in team.

**Extra Skills:**

Also worked for social Events, As well co-ordinate for manpower needed for volunteering, and As well organizes Events, celebrity coordinator, live concerts, brand promotion, corporate events, private events, etc.

### Key Responsibilities Handled:

- Enter posting of purchase, sales, payment, receipt collection & journal voucher.  
- Verification of bills & reconciliation of total turnover.  
- Bank, Debtors & Creditors Reconciliation.  
- Maintain cash transaction & petty cash book, preparing cash.  
- Day to day cash & bank transactions.  
- Preparing outstanding list of Debtor & making Payment follow-up.  
- Preparing of Tax invoices, Vouchers & Agency Payment.   
- Reconciliation of Bank Statement at the end of month.  
- Maintain salary register in MS-Excel.  
- Maintain Balance sheet & profit & Loss Register.

**Academic Qualification:**

2015 Pursuing S.Y.B.Com. From Symbiosis College Of Arts & Commerce

2014 H.S.C. from Symbiosis Vocational Junior College, Model Colony, Pune with 60%

2012 S.S.C. from Maharashtra Board, with 45%

**Personal Details:**

NAME: - Saurabh Sanjay Parekh.

Address: 6, Mahalaxmi Apt, Near Utkarsh English School, Ambegaon (Dhabadi), Pune- 411046.

Date of birth: - 17/09/1994.

Nationality: - Indian.

Language known: - English, Marathi, Hindi.

**Declaration:**

All the above-mentioned information is true and perfect to the best of my knowledge.

SAURABH PAREKH.