

Sanket D. Gorivale

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 Sai Mangal Chawl No.3/10,  
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Diva(E) Thane-400612.

## Objective

- To pursue a Successful, Challenging and Exciting career while dispensing my maximum potential to the benefit of the organization and, at the same time complimenting my passion for learning.

## Experience

I have worked in Mazgaon Dock Shipbuilders Limited for 4 years and 7 months under below mentioned contracts as Data Entry Operator.

- CISB Services Pvt. Ltd. -(Feb-2021 To Mar-2022)
- Shree Consultancy Services -(Mar-2022 To Sep-2024)
- Manone India Pvt.Ltd. -(Sep-2024 To 1<sup>st</sup> Oct-2025)
- From Feb-2021 Till Oct-2025 The experience of Verification and validation of Purchase order bills deduction in relation to same such as Liquidated Damage, SD, TDS etc. Mediclaim bills and approval base payments.
- Ensuring timely payments to vendor MSME related to Direct Purchase Order & Ship Repair & Refit Bills as per due date.
- Scrutiny of the trends between the data of cash purchase and petty cash considering the past years and current years' data.
- Uploadation of LD invoices to the GST portal on monthly basis.
- Review and clearing of retention amount and vendor liability.
- Recording Fixed Assets acquisition by Creating Asset nos. under relevant asset class based on nature of asset.
- Deletion of assets on receipt of management approval for write off of assets from custodian/user department of assets.
- Transfer of Assets between cost center's based on Asset Transfer Requests from the custodian's/user department of assets.
- Accounting, monitoring and compiling the data related to Employee Welfare scheme of IT Gadgets and Furniture for Senior Level Executives.
- All Work has been done in SAP FI module - HANA & MS Office.

## Education

2024 • **Mumbai University**

- M. Com

2019 • **Mumbai University**

- B. Com

- 4.36 CGPI

2016 • **Maharashtra State Board**

- Higher Secondary Education
- 60.92%

## Skills

- Having sound knowledge of MS Excel, MS word and MS PowerPoint.
- experience of working with SAP.

## Training & Certification

- Completed course of Advance Excel, Ms-Office & PowerPoint
- Completed Tally ERP9+GST Course.

## Interests

- Trekking & Travelling
- Playing PC Games

**Date:** -

**(Sanket Dnyaneshwar Gorivale)**

**Place:** -

