

# SACHIN SHENOY R.

## Contact Information

### Address:

B-6/2, Grasim Staff Colony  
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Karnataka

**Mobile Number:** 9980588752

**Residence:** 08373-241253

### Email ID:

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## Academic Performance:

### MBA (Finance)

SEMESTER	PERCENTAGE
1	53.00%
2	54.55%
3	55.44%
4	70.44%
<b>AGGREGATE</b>	<b>58.36%</b>

### B. Com

SEMESTER	PERCENTAGE
1	65.83%
2	64.17%
3	74.00%
4	74.83%
5	80.72%
6	75.58%
<b>AGGREGATE</b>	<b>72.52%</b>

## OBJECTIVE:

Seeking a challenging position to utilize my skills and abilities that gives me a scope to improve my knowledge in accordance with latest trends and be a part of the team that dynamically works towards the growth of the organization.

## ACADEMIC RECORDS:

Discipline/ Specialization	School/ College	University/ Board	Percentage
M.B.A. (Finance)	Bapuji Institute of Engineering & Technology	Visvesvaraya Technological University	<b>58.36%</b>
B.Com	Davan Institute of Advanced Management Studies	Davangere University Board	<b>72.52%</b>
2 <sup>nd</sup> PUC	PolyFibres Junior College	Karnataka State Pre-University Board	<b>84.17%</b>
10 <sup>th</sup> Std.	Aditya Birla Public School	Central board for Secondary Education(CBSE)	<b>73.20%</b>

## Personal Details:

**Date of Birth** : 18-Jan-1991

**Father's Name:** R.Vittaldas Shenoy

**Mother's Name:** Neeta.V.Shenoy

**Nationality** : Indian

**Religion** : Hindu

## Languages known:

- English
- Hindi
- Kannada
- Konkani

## Strengths:

- Self-confidence.
- Discipline, Sincerity and Punctuality in achieving a goal.
- Hard and smart work.
- Team player.
- Adaptable and a quick learner

## TECHNICAL KNOWLEDGE:

**Computer Software** : MS Office (MS Excel, MS PowerPoint, MS Word)

**Accounting Software** : TallyERP9, SAP FI

## ACTIVITIES AND ACHIEVEMENTS:

1. Was appointed as one of the Cabinet Ministers in School and College Parliament. During this period, has exhibited leadership qualities by implementing standard processes in multiple disciplines.
2. Received Merit award for securing 3<sup>rd</sup> rank in Commerce Stream in 2<sup>ND</sup> PUC EXAMINATION at College Level in Haveri District.
3. Attempted Common Aptitude Test (CAT) and Management Aptitude Test (MAT).
4. Secured 748<sup>th</sup> Rank in C-MAT (Online) MBA Entrance Examination-2013.
5. Have done Internship at TATA MOTORS LTD. BENGALURU for a period of 2 months from Jan 2016 to Feb 2016.

## WORK EXPERIENCE:

**Company:** Quess Corp. Ltd, Koramangala, Bengaluru

**Job Position:** Accounts Payable Executive (Invoices Entry Process)

**Duration:** 1 year 3 months

**Period:** May 2018-Present

## Work Summary:

1. Receiving invoices and processing them immediately for payment.
2. Keeping a great relationship with all the vendors that Quess Corp has business with.

## **Interests:**

- Playing Cricket.
- Reading novels.
- Singing songs.

3. Inputting invoice information into an excel sheet then filing the invoice.
4. Updating and organizing invoice for future reference.
5. Processed 180+ supplier invoices daily for goods and services in Quess Invoice Team.
6. Multiple process of invoices including PO, verification and audit of approvals and supporting documentation.
7. Matching PO's supporting documents according to department guidelines.
8. Prepared invoices for disbursement utilizing a variety of automated workflow and manual data entry processes.
9. Maintain vendor's and buyer's discrepancies for payment
10. Maintain invoices discrepancies and work with the vendor and Quess Payment Team for resolution.
11. Scanning invoices, mailing remittances and multiple general office duties.

**Company: Belagavi Associates &Chartered Accountants, Davangere**

**Duration : 1 year**

**Period: Dec2013 – Jan2015**

## **Work Summary:**

1. Entering of Vouchers
2. Maintenance of subsidiary books of accounts
3. Preparation of Profit & Loss account and Balance Sheet of Individuals and Partnership firms.
4. Filing of IT returns.

## **PROJECT PROFILE:**

**Title:** A Study on Receivable Management in Commercial Vehicles Business Unit At TATA MOTORS LTD. BENGALURU

**Duration:** 2 Months.

**Description:** Receivables Management is one of the primary components of working capital, the other being inventory and cash. Receivables management occupy second important place after inventories and thereby constitute a substantial portion of current assets in several firms. The capital invested in receivables is almost the same amount as that invested in inventories.

**The following work activities were given to me as a part of Receivables Management process as practiced at TATA MOTORS LTD.**

1. Different monthly Schemes letters were provided for reference for the ascertainment of dealer discounts and allowances based on the amount of sales of each type of commercial vehicles.
2. Monthly Schemes include Loyalty Scheme, Captive Scheme, Welcome Scheme, 3 wheeler Upgrade, Exchange Scheme of commercial vehicles.
3. Documents regarding Credit Sale Invoices like debit and credit note were provided for ascertainment of net sales of commercial vehicles.