

HARERAM HANAMSHET

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Objective

To work for an organization which provides me the opportunity to improve my skills and knowledge for a growth along with the organization objective

Work experience and job description

Organization : TCS BPO LTD
Tenure : 8th August 2016 to till date
Profile : Accountant
Department : Account payable (PTP)

Job Description

- Processing invoice, manually posting in SAP using various t-code MIRO
- Worked as team member for auditing PO invoice & post for Payments update
- Preparing reports and submitting to client (e.g:- vendor aging).
- Communication with clients regarding updates
- Training and mentoring new members
- Responsible for weekly process update and sharing with team as well as updating in update tracker

Promotion and progression

promoted as a process executive (BP01) within 12 months.

Rewards and Recognition

Spot Award : Appreciation for exemplary performance for dedication and performance by TCS

Extra Miler : Extra miler for learning new tracks in such a short span and support new team, when they had difficult time in handling seasonal volume

Team work

- Maintaining healthy environment in team.
- Organising team activities.

Extra curricular activities

- Sports activities like cricket,
- Organizing fun activities as a part of fun committee
- Representing the process in engagement participation

Technical Skill

- SAP FICO (PTP)
- Tally ERP 9.0
- Microsoft Word, Excel, Office, PowerPoint,
- Outlook, Internet

Language Skills:

- English (Read, Write and speak)
- Marathi (Read, Write and speak)
- Kannada (Read, Write and Speak)
- Hindi (Read, Write and Speak)

Strengths

- Flexible
- Adoptability
- Eager to learn new things

Education qualification

Examination	School / College	Board/ University	Percentage	Year
T.Y.Bcom	MMAC College	Rani channama university belgaum	71.26%	2016
H.S.C	MG College	Bangalore Board	72%	2013
S.S.C	MG High School	Bangalore Board	68%	2011

Personal Information

Present Address: Flat No A2, Arman Park Jai bhavani nagar,16 no Bus stop Thergaon PUNE PIN 411033

Permanent Address: (Karnataka):Hanno. 891, Kudle lane , At/p: Nandgad, Tal: Khanapur, Dist: Belgaum, Karnataka . PIN 591120

Father's Name: Dilip Hanamshet

Marital Status: Unmarried.

Gender : Male

Nationality: Indian.

Date of birth: 09-04-1994

Declaration

I hereby declare that the information furnished above is true to the best of my knowledge.

Place: Pune

HARERAM HANAMSHET