

# SHAILESH SHASHIKANT SAVKARE

Contact: 9730295030/7977949795

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## Objective:

To be a part of a professionally managed company with scope for a Challenging career opportunity for learning, excellence & continues Improvement coupled with growth & individual development.

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## Academic Profile:

- ❖ M.Com. from North Maharashtra University, Jalagon with 58% In 2010
  - ❖ B.Com from North Maharashtra University, Jalagon with 55% In 2008
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## Work Experience:

- ❖ **Shipping Protection Ship Services ( May.16 to June 19)**
  - ✓ Worked as Accountant
  - ✓ Maintain accounts on Tally and Excel.
  - ✓ Updating Day to Day Accounting Transaction.
  - ✓ Reconciliation of bank accounts.
  - ✓ Passing of Petty cash entries, bank entries, journal entries
  - ✓ Handling Petty Cash & Bank Accounts.
- ❖ **RCI Cash Management ( Jun.15 to Feb.16)**
  - ✓ Worked as Accountant
  - ✓ Worked In Tally ERP 9, And Excel.
  - ✓ Maintain Maharashtra Location Custodian Conveyance.
  - ✓ Maintain Maharashtra Location Tripe Sheet.
  - ✓ Maintain Maharashtra Location LIC Expenses.
- ❖ **Universal Sales (SMC/FESTO Pneumatics Dealer) (Nov. 14 to May15)**
  - ✓ Worked as Accountant
  - ✓ Worked In Tally ERP 9, And Excel.
  - ✓ Purchase/Sales Entry
  - ✓ Vat Or Excise Entry
  - ✓ Maintain Inventory
  - ✓ Maintain Stock Item
  - ✓ Bank Reconciliation
- ❖ **Mahila Aarthik Vikas Mahamandal (Under Gov. Project)**
  - ✓ Worked as Accountant
  - ✓ Worked In Tally ERP 9, And Excel.
  - ✓ Tally Voucher Entry
  - ✓ Ledger Posting
  - ✓ Employee Salary
  - ✓ Office Work

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### Computer Proficiency:

- ❖ **MS-CIT Computer Course.**
  - ✓ Good Knowledge of Word, Power point & MS Office
- ❖ **Advance Excel**
  - ✓ Formatting Formulas like VLookup and Hlookup.
- ❖ **Typing – English, Marathi 30 WPM**
  - ✓ Good keyboard typing & shortcut Skills.
- ❖ **Advance Tally ERP 9.0**
- ❖ **Well versatile in Internet Access and Explorer.**

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### Personal Details:

- **Name:** Mr. Shailesh Shashikant Savkare
- **Add.:** D-20,, 1<sup>st</sup> Floor, Sector 3  
Near Mudra Hotel, Airoli  
Navi Mumbai – 400 708
- **Date Of Birth :** 05-03-1988
- **Email ID:** ***shaileshsavkare@gmail.com***
- **Languages Known :** English, Hindi and Marathi

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

Date:

Place:

Shailesh S.Savkare