

# Resume

SACHIN VISHWANATH BHAGWAT  
A/P- GALNIMB,  
TAL-SHRIRAMPUR,  
DIST- AHMEDNAGAR-413710 (M.S.).  
Email:[sb30891@gmail.com](mailto:sb30891@gmail.com)

**Mob-9604970548 / 9075571597**

## Objective

To pursue a career in finance, whereby I can seek new tasks and enrich myself with more learning which would in turn help the organisation.

### Personal Details

Date of Birth : 30<sup>st</sup> August 1991  
Gender : Male  
Marital Status : Unmarried.  
Languages Known : English, Hindi, and Marathi  
Strengths : Strong enthusiasm, Willingness to learn.

### Academic Qualifications:

- ❖ MBA in Finance Management passed with First Class (71%) from its engineering college Management, Aurangabad 2018.
- ❖ B.com passed with Second Class (51%) From Arts, Sci, Commerce College Kolhar,(Loni) 2015
- ❖ H.S.C Passed with First Class (51.67%) From Shri. Yashwantrao Chavan Jr.College Vidyalay, Rajuri 2009
- ❖ S.S.C Passed with First class (47.53%) From Shri. Yashwantrao Chavan Vidyalay, Rajuri 2007

### Software Proficiency:

- Diploma in computer accounting & office Automation MS Office, MSCIT
- Command on Excel
- Tally – 9
- SAP Module-FI

## Current Organisational Experience:

Organisation: - **Mahindra & Mahindra Limited (Chakan Pune)**

Location: Chakan, Pune

Designation – Junior. Executive – Accounts Dept. (Payable)

Period: - From December 2015 to till date.

### **Company Profile**

Mahindra's new future-ready auto manufacturing plant in Chakan .The manufacturing facility spread across 700 acres. The plant will be able to cope up with the global demand in due time with an initial production capacity of 3 lakh vehicles. Manufacturers of 0.75 tonne Maximo to the 49 tonne Mahindra Navistar truck, the SUV and Pick-Up range and also the product line for the US market.

### **Job Profile:**

Working on SAP

MIRO,F-02,FBL1N,J1IH,FBL3N,MIGO,ME23,ME33,,FB03,FB08,SQ01,SE16, FBV0, J1IEX, FB02, SM37, FBV0, ZMM\_M005, ZMM\_M006, MR8M, F-04, F-44,MB03

- Invoice verification
- All Invoice Verification and Booking of Transporter Freight bills & Octroi Bill (as per contract) with service tax entries.
- Hundi Passing
- Vendor payment run.
- Service Bills Passing & Capital Bills Passing
- Import verification & Booking bills
- Monthly Report for pending bills with remarks sending to Supply chain management, Logistics Dept. for necessary action.
- Reconciliation with of vendor / Supplier Accounts on Monthly basis
- Admin Invoice Processing
- Employee Reimbursement Claims
- Managing the team of 4 employees towards achieving the organizational goal.
- I was able to rotate the team members effectively that enabled us to train the team and develop multi-skilled employees that are independent and able to take decisions.
- Retro posting : Monthly Provision Activity ( Rate Increase, Decrease)
- Supplementary Bill Processing ( Rate Increase)
- Finish Goods Bills Processing.
- All Provision in Month End.

- Tax : GST & TDS Basic knowledge in invoice verifications
- Monthly MIS.— 1) Received and process bills data  
2) Liability provision.

**Achievements:**

- I was awarded Best Performer award for cost saving initiative in year 2016.
  - I was able to recover Rs 8 lacs blocked amount from the vendor for which I was recognised with certificate of “Job Well Done” for my efforts.
  - I was also awarded Best Performer award this year for successfully implementing new process of Freight bill passing Lorry receipt wise.
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**Hobbies & Interests:**

- Active participation in extracurricular activities at school and college level.
- Travelling and visiting new places & Listening to music and watching movies

Thank you for your time and considerations

**Yours Sincerely,**  
Sachin Bhagwat.