

CURRICULUM VITAE

SACHIN SATYWAN GHADIGAONKAR.

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Contact No: 7738820801

Andheri (East) Mumbai – 400 072

Career Objective:

- Like to work in Professionals Organization Where I can Develop Personally and Professionally
- As well as Contribute the level best for the Organization growth by applying all my personal and academic skills along with the organization.

Computer Literacy:

- MS-CIT (MS-Office 2000, Internet, Basic excel knowledge)

CURRENTLY WORKING WITH WNS Global Services (August 16till date)

DEPARTMENT: Accounts Payable

DESIGNATION: Contract Employee

Actual Experience

- Creation of PR/SRN for Overseas Location
- Preparing report of Open SRN for Overseas location
- Verifying Contracts ,PR form receiving from indenting department to create PR in system
- Maintaining excel tracker for PR/SRN creation
- Preparing Balance Amount of PO File as per request
- Handling Queries and emails for PR/SRN Request

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WORK EXPERIENCE : WNS Global Services Pvt Ltd (August 12 July 2015)

DEPARTMENT : PAYROLL DEPT

DESIGNATION : Contract Staff

Actual Experience

- Checking & Filing Flexi kitty Bills (Employee Monthly reimbursement, Filling Flexikity bills)
- Handling Queries related to Flexikity, Maintaining weekly excel tracker, Investment Proofs, reports, Preparing bank letter in bank format, resolving employee Queries.

Educational Qualifications

- S.S.C: Maharashtra Board 2007
- H.S.C: Maharashtra Board 2012
- Graduation(B.COM) :University of Mumbai 2016

Hobbies

- Playing and Watching Cricket, Listening Songand Playing Volleyball

PERSONAL DETAILS

Name : Sachin Satyawan Ghadigaonkar.

Date of Birth : 25TH MARCH 1992

Marital Status :Single

Languages Known: English, Hindi, Marathi.

Nationality : Indian

Religion : Hindu

Place- Mumbai

Date

Signature

(Sachin S Ghadigaonkar)

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