

CURRICULUM VITA

Nilesh Subhash Chitnis

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INTRODUCTION

I am an ambitious person with a good ability to learn concepts and effectively use them. I also believe in teamwork, effective interaction with seniors and colleagues and always endeavor towards a healthy working atmosphere.

EDUCATIONAL QUALIFICATION

- HSC from Maharashtra State Board in the year of 2008 with Pass Class.
- SSC from Maharashtra State Board in the year of 2004 with Pass Class.

TECHNICAL QUALIFICATION

- I have done **TALLY ERP 9** computer course with 70%
- Knowledge of **SAP in EXCISE** package also
- Knowledge of **FOX-PRO** package.
- knowledge of **MS office.**
- knowledge of **INTERNET BROWSING.**

WORK EXPERIENCE

Name of Organization: Modulinea Modular Systems (KBA Group)

Tenure: 1st July -2014- till date

Job Title: Purchase Executive

Current CTC: 204000

Job Profile:-

- Making Entry and updating stock sheet in NMS
 - Checking Material Inward against purchase order
 - Weekly and Monthly material consumption entries
 - In case of emergency or short of material arranging material from Maximus
 - Making purchase Entry in the Inward Register, Udyog, TSS & Tally
 - Updating Inventory Register in Udyog, TSS & confirm with Store Incharge
 - Preparing Sales Tax Invoices and Challan
 - Maintaining File of Purchase Invoices
 - Making Entry in the Supplier pending orders Status
 - Co-ordinating with Supplier for Pending Orders & Invoices
 - Assisting in Purchase Order Issuing and follow up of pending orders

Name of Organization: Indo German Pharma Engineers

Tenure: 1st June 2012 - 30th June 2014

Job Title: Account & Purchase Assistant.

Job Profile:-

- Purchase of all materials for necessary in pharmacy manufacturing company.
- Also with maintain of purchase order in tally ERP 9.
- Working all formality for payment after complete all one by one our orders with sundry creditors.

- As will as follow to party for materials test certificate when delay with material dispatch.
- Also maintain the goods receipt entry in tally ERP 9. as will as maintain the ledger with all parties in day to day.
- Releasing payment to helpers for emergency on only advance basis.

Name of Organization: K P Sanghvi International Limited

Tenure: October, 2011 - May, 2012

Job Title: Account & Purchase Assistant.

Job Profile:-

- Debtors / Creditors Control
- Knowledge about Import & Export Payment
- Knowledge about Exchange Rate Difference Calculation, Debtors / Creditors
- Checking of all Accounts entry (Sales/Purchase / Export & Import Payment/ Other Vouchers entry& Bank Reconciliation)
- Preparing Daily Report (As on Date Bank clear Balance/ Debtors/ Creditors/ Payment)

MIS REPORTS

- Debtors List (Party wise)
- Creditors List
- Letter Drafting for Export / Import Payment & Other

Name of Organization: Dewan Housing Finance Corporation Ltd.

Tenure: July, 2008 - March, 2011.

Job Title: Back Office Assistant.

Job Profile:-

- Releasing Original documents to the existing customers.
- Drafting the loan closer letter with calculate the full & final amount.
- Drafting the loan transfer letter with calculate on loan balance amount.
- Assigning the Insurance policies of loan applicant for securities.
- Communication with applicant regarding the secured policies subjected to there maturities and Survival Benefit bonus.
- Providing drafted information on letter head to customers regarding with original submitted documents.
- Handover Society Share certificates.

PERSONAL DETAILS

Date of Birth	:	26 th October, 1984
Sex	:	Male.
Nationality	:	Indian.
Marital Status	:	Married
Language known	:	English, Hindi & Marathi

Declaration

I do have declared that all the statements stated above are true to the best of my knowledge and belief.

Date:

(Nilesh S. Chitnis)