

RESUME

Nirdosh Mulchand Chavan

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8412801610

Achieving successful career and enhance my knowledge and Skill with sincerity along with a valuable asset to the organization and efficient team member

WORK EXPERIENCE

Store Incharge

Perfect Dynamic Auto PVT LTD. – H-20, MIDC Waluj Aurangabad, Maharashtra(25
Aug 2018 to 15 JAN 2024)

Store Supervisor

SANTOSH LOGISTICS PVT LTD– MIDC WAUJ Aurangabad, Maharashtra
(Apr 2017 to Aug 2018)

WORKING PROFILE

- Invoicing ,Inventory Creations & Inventory Transactions
- Daily Sales, Stock In entries.
- Maintain All Store Document and Filing which related.
- Create Sales Order as per order of Sales Officer Of Company. Maintain Sales return if any Customer give return it as per email.
- Preparing Monthly Reports for claim monthly expenses of Freights,
- Compare Physical Stock With System Stock Weekly. Maintain of all type accounting vouchers entry.
- Maintain books of accounts in Tally
- Maintain Internal Audit: Store And Accounts Book
- Maintain Excel sheet in Computer & goods inward/outward maintain in tally.

EDUCATION

B.C.S from Vivekand College

Dr. BAMU University Aurangabad in Match 2015 with 73.27%.

TECHNICAL SKILLS

ERP Tool: SAP PP, Portal.

Software: Tally Prime

Operating System: Windows 7, windows 8

Computer Hardware: PC Formatting

OS Installation, Dual Boot, backup etc

Other: Advance Excel, Microsoft Excel, Microsoft Word Microsoft PPT, Outlook etc.

PERSONAL DETAILS

Father Name	:	Mulchand Chavan
Date of Birth	:	02/02/1994
Gender	:	Male
Nationality	:	Indian.
Marital status	:	Unmarried.
Language Known	:	English, Hindi and Marathi.
Hobbies	:	Making new friends,
Major Strength	:	Like to Learns new Technology. Good team player, like to accept challenges.

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

Yours Faithfully,

Date:

Place:

Nirdosh Chavan