

sandeep shingote

back offices assistant

Pune, Maharashtra - Email me on Indeed: indeed.com/r/sandeep-shingote/44ae4362c8847a5d

WORK EXPERIENCE

Accountant

Universal Engg. & Mfg. Ind

to till date

Job Profile: 1) Making Cheque
2) Making Salary Voucher
3) Making Challan & Invoice
4) Making Purchase Order
5) Making Monthly Vat Report
6) Making Monthly Excise Report
7) Handling All office

Place: Yours Faithfully

EDUCATION

B.com in accountant

gujarat university - Ahmedabad, Gujarat
1997 to 2001

SKILLS

bpo operations

LINKS

[http://sandeep.shingote@ymail.com](mailto:sandeep.shingote@ymail.com)

ADDITIONAL INFORMATION

ms office, dtp operator, tally 5.4 version