

## RESUME

Sachin Dnyaneshwar Jadhav

Room No 3, Bhairavkunj  
Apartment, Bolkar police  
Chowky , Ashok Nagar,  
Satpur Nashik -422 012

Email [id-jsachin043@gmail.com](mailto:jsachin043@gmail.com)

Mobile No: **+91-9028669182**



---

### **Objectives: -**

To secure promising position that offers both a „**Challenge and Good Opportunity for Growth**”.

### **Work experience: -**

- Currently Working in „ **Chhatrapati Shivaji Maharaj Vastu Sangrahalaya Mumbai**“ As “**Accounts Assistant**” (Form 14<sup>th</sup> August 2017 to Till Date)
- Worked in **Harsh Industries** As “Account Executive”. (Nashik)
- Worked in **Sula Vineyard Private Limited** As “Account Assistant” (Nashik)(Trainee).
- Worked in **Alphabetics Business Machine Private Limited** As “Account Assistant” (Nashik).

### **NATURE OF WORK**

- Entry in Tally such as a purchase entry, sales entry, Journal entry, receipts and payments.
- Working in Excel, MSWord
- Preparing Bank Reconciliation statement
- Preparing TDS Statement for payment and return file.
- Knowledge of Professional Tax, Income Tax.
- Reconciliation of GST and preparing GSTR1, GSTR-3B.
- Supplier Scrutiny & Reconciliation and Advances follow-up.
- Issue Debit Note (Suppliers) and Credit notes to customers.
- Reporting to Senior.
- Preparing MIS report.
- Preparing salary of contract persons.
- Prepare various accounting statements, ledgers, schedules.
- Maintain bills receivable outstanding report.
- And other Day to day Accounting.
- Enter accounting entries into software with proper narrations.

### **Professional Achievements**

- Received **Appreciation Certificate** for the year 2024-2025 from Chhatrapati Shivaji Maharaj Vastu Sangrahalaya

### **Core Competencies: -**

- Able to build a positive work environment for diverse individuals.
- Quick learner and adapts and dynamic environment.
- Ability to work with people of different background and co-ordinate with them.
- Good communication skill

### **Education Information: -**

<b>Academic</b>	<b>Year</b>	<b>Percentage</b>
S.S.C	2010-2011	66.36
H.S.C.	2012-2013	63.00
T.Y. BCOM (COST & WORKS ACCOUNTING)	2015-2016	63.00
MASTER OF COMMERCE-I	2016-2017	65.00
MASTER OF BUSSINESS ADMINISTRATION (FINANCE & ACCOUNTS)	2021-2023	76.10

### **Computer Skills: -**

- Basics of My sql
- Tally.ERP9
- MS-CIT

### **Personal Details: -**

Name : Sachin Dnyaneshwar Jadhav  
Date of Birth : 09<sup>th</sup> April, 1995  
Gender : Male  
Nationality : Indian  
Marital Status : Single  
Languages Known : English, Hindi & Marathi  
Hobbies : Reading, Travelling,  
Present CTC : 4,56,000/-