

**SACHIN SHIVAJI SANAP**  
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### **Objective**

- To obtain a challenging and demanding job that will further enhance my knowledge & skills.

### **Skill**

- Have very good hands on Microsoft Excel for the Preparation of reports by using advance excel skills like macro, pivot data, data validation, Vlookup, if condition, Sumif, Sumifs etc.
- Good knowledge in SAP 710 in PP, SD, MM and FI module.
- Analysis, forecasting, budgeting and annual planning.
- Work as core team member to develop integration application with SAP.
- Take initiative to developed upload format for routing works. Like financial entries LSMW, daily inventory entries, sales order upload formats with control points.

### **Achievement**

- I have got three spot awards and one Race Award in Godrej Tyson Foods Limited.

### **Personal Information**

- |                             |                                   |
|-----------------------------|-----------------------------------|
| • Name                      | : Sachin Shivaji Sanap            |
| • Date of Birth             | : 18 <sup>th</sup> September 1983 |
| • Educational Qualification | : B.Com                           |
| • Gender                    | : Male                            |
| • Marital Status            | : Married                         |
| • Nationality               | : Indian                          |
| • Languages Known           | : English, Hindi, Marathi         |

### **Work Experience**

- **Worked With Hathway Cable and Datacom Pvt Ltd (Mumbai) Account Executive From October-2005 to June-2009.**

#### **Job Profile**

- Preparation of MIS Report For Daily field Collections, Online Collections, Drop box Collections and BRE Collections.
- Updating Collection report in an online Collection Management System (CMS) which was developed by MQ (Meghna Quest)
- Keeping attendance records and processing salary for the Field Collection Staff
- Maintain records for Cash & Cheque Book's For Audit Purpose.

- Preparation of Monthly Collection Report and Maintain Bounce Cheque Details.
- Preparation of daily area wise Collection Schedule for the Collection Team of 25 Members for the collection from Mumbai and suburbs.
- Handled Operator & Distributor Commission booking and payments.
- Preparation of Commission report on the basis of collection received.
- Preparation reconciliation for operator's and distributors.
- Preparation Service Tax working month on month and pass respective entry in ERP (Oracle 11i).
- Preparation of reconciliation of Service Tax and Service Tax related ledger of branches.
- Preparation of TDS and Vat working for statutory payments as per schedule.

- **Presently working for GODREJ TYSON FOOD LTD as Senior Executive From July-09 to Till Date.**

#### **Job Profile**

- Preparation of Monthly MIS for the Branches under Nasik Division and production cost report.
- Preparation of production costing with raw material reconciliation.
- Set Monthly activity for production costing.
- Preparation of Creditors payment statement with system reconciliation.
- Preparation of all branch sales report and reconcile with bank statement.
- Preparation of creditors and debtor's reconciliation on weekly basis.
- Preparation of sales invoice in SAP system as per data received from Sales Team.
- Preparing daily production cost report and same is to reconciled as per SAP system.
- Preparing Semi Finish Goods & Finish Goods forecasting on monthly basis.
- Handling separately one unit for monthly closing work.
- Prepare Annual Budget files with analysis remark, Monthly production activity.
- Effectively handling team of 2 executives for work allocation and monitoring the daily activity.
- Preparing Profit and loss details weekly basis.

- Timely reporting on the data required from the Head office and preparing the required reports as per the requirement from Senior Management.
- Handling Quarterly Audit from the Internal and External auditors; providing the required data and fulfill the audit requirements.

### **Education**

- Appearing for MBA Finance from Sapkal Knowledge Hub.
- K.T.H.M College of Arts & Commerce, Nashik.  
Successfully completed B.Com with Higher Second Class from Pune University in April 2005.
- Bytco Junior College of Arts & Commerce, Nashik CBS.  
Successfully completed H.S.C. with First class from Pune Board in March 2002
- L.V. Hire Vidyalay, Nashik  
Successfully completed S.S.C. from Pune Board in October 1999 .

### **Other qualification**

- Cleared MSCIT with distinction.
- Passed Typing examination of English typing and 40 WPM and Marathi 30 WPM

### **Skills**

- Completed Computer Operating Course

Application ; Ms- Office (Word, Excel, PowerPoint)  
Internet, D.T.P., Advance Excel 2019.

Accounting package : Tally 7.2, Oracle ERP 11 I, SAP 710 Oracle.

### **Summary**

- I am very passionate about my career & eager to learn & develop my skills
- Given an opportunity I can learn very quickly & prove my worth in the company.
- I am mentally very strong & love challenges in life.

**PLACE: NASHIK**