

SANKET SAMBHAJI PATIL

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CAREER OBJECTIVES

To have a growth oriented and challenging career, where I can contribute my knowledge and skills to the organization and enhance my experience through continuous learning and teamwork.

EXPERIENCE DETAILS

COMPANY : Unique Circle Engineering Pvt.Ltd .

COMPANY TYPE : Manufacturing

POSITION : Account Assistant

DURATION : 24/07/2023 TO

JOB RESPONSIBILITIES:

- Maintaining Of Daily Sales ,Purchase Updates , And Entry In Tally Prime.
- Handling Entire Documentation.
- Maintaining Of Accounts Record Like Voucher,Sales And Purchase Register.
- Prepare Sales Invoice In ERP Software, Tally Prime.
- Maintain All Records And Documents Viz Purchase order , Proforma Invoice , Challan

TECHNICAL SKILLS

- SAP FICO
- Tally Prime Software
- Tally ERP9 Software

ACADEMIC QUALIFICATION

- MBA in Finance Completed On Year 2023 with 8.50 CGPA
- BBA in Finance Completed On Year 2021 with 8.86 CGPA

STRONG POINTS: -

- Hard working
- Quick Learning
- Patience

PERSONAL INFORMATION

Name : Sanket Sambhaji Patil

Date of Birth : 09/02/1998

Marital Status : Unmarried

Nationality : Indian

Languages Known : English, Hindi and Marathi.

Current Address : Near TJSB bank, Swatantraveer Savarkar Path, Sector 27A, Nigdi
Pradhikaran 411044

Permanent Address : Near Trimurti Petroleum, NH4, At Post- Wathar, Tal.- Karad, Dist- satara,
415539

Hobbies : Cricket, football, Reading novel

DECLARATION

I hereby declare that all the information furnished by me is true and correct to the best of my knowledge and belief.

Date:

Yours Truly

(Sanket Patil)