

# RESUME

**Sachin Shimpi**

Mobile: +91 9158458593

E Mail: [sachinshimpi555@gmail.com](mailto:sachinshimpi555@gmail.com)

## Objective:

I would a career that gives me rich exposure through diverse assignment and working with people of high caliber.I would constantly look out for challenges ,which would help me to achieve my personal & professional goal.

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## • Educational Qualification:

Education	Passing year	Percentage%	University
Mcom	2018	C grade	YMCOU Nashik
Bcom	2016	C+grade	North Maharashtra University
HSC	2013	56.33%	P R High School
SSC	2011	65.00%	S.N.Zawar Vidyalay

## • Work Experience:

### 1] PARADISE POLYMERS LTD. Jalgaon MIDC.As a Accountant. ( April 2017 To April 2019 )

#### ➤ Cash transaction (petty cash)

Daily preparation of petty cash summery sheet and maintaining cash with Handling cash counter, Analyzing petty cash expenses and making payment, Track and audit patty cash and daily expenses report send to the F.M,G.M.&M.D. SIR.

#### ➤ Preparation of Tax Invoice

Preparation of tax Invoice as per GST Rules, Able to work with different environment. Handling clients and contacts for each invoice. Keep track on slow approvals.

#### ➤ Preparation & Analyzing Employee Salary and Wages .

Finalization of salary sheet with summery preparation and Auditing. Employees present day's calculating and making payment.

➤ **Audit of purchase and sales Goods.**

Checking of amount in purchasing Goods with verify GST rates, have a same role of sale Goods. And daily purchase and sale report send to the G.M and D.M.

➤ **Production planner Skill.**

Monitors production and raw material costs. Organizes project paperwork, including Purchase orders, and maintains record. Daily back up from production and Production Planning at machine after goods shorting from party order and predicts how long a Project will take to complete.

➤ **Maintaining Accounting Records.**

Update, verify and maintain accounting journals and ledgers and other financial records. Manage statement of account payable and staff payroll. Maintain monthly salary record.

**2] Jardin Meubles Sarlu , Antananarivo , Madagascar As a Accountant.**  
**( Dec 2019 To Till Date )**

➤ **Cash transaction (petty cash)**

Daily preparation of petty cash summery sheet and maintaining cash with Handling cash counter, Analyzing petty cash expenses and making payment, Track and audit patty cash and daily expenses report send to the Account Manager .

➤ **Preparation of Tax Invoice.**

Preparation of tax Invoice in Software.

➤ **Payment Collection Planing And Daily Bank Work.**

Manage daily client collection for the same bill . Deposit the Cash and Cheque in Bank .  
Daily updating Bank Ledger .  
Daily Sales Report send to the G.M. And M.D.

- **Technical skills/Certification:** MS-CIT(Govt certificate)  
Tally ERP (2014)



- Languages known: : English, Hindi and Marathi

- **Personal details:**

- Name : SHIIMPI SACHIN SANJAY
- Date of Birth : 28-08-1995
- Gender : Male
- Present Address : At Post Paldhi BK  
Taluka Dharangaon Dist Jalgaon  
Pin Code 425103  
India

- **References:**

Shree.Sudhir Motiram Salunkhe HM  
S.N.Zawar Vidyalaya Paldhi

Shree Dilip Patil  
Director of Dilip Patil Compition Classes Jalgaon.

Shree Randhirsing Patil  
CMD of Paradise Polymer Ltd.

Shree Sarvesh Maniyar  
General Manager of Jardin Meubles Sarlu , Antananarivo , Madagascar

- **Declaration:**

I hereby declare that the particulars given above are true and correct to the best of my knowledge and belief.

Yours faithfully

Sachin Shimpi

