Pradip Dilip Patil

Email ID: patilpradipd93@ gmail.com. Contact No: 7249112118

<u>OBJECTIVE</u>

Seeking a position to utilize my skills and abilities that offers me professional growth While being resourceful and flexible and to overcome the given challenge.

EDUCATION: -

• Bachelor of Commerce

North Maharashtra University Jalgaon

October 2015

PROFESSIONAL EXPERIENCE: -

* Vardhaman Education & Welfare Society.

as A Accountant (Since March-2024 - Till Date)

- In Tally Working
- Account Management
- K fin Technology Pvt. Ltd. Dhule as A Senior Associate(Since Sept 2023-Jan 2024) (Part Time)
- Document Verifications
- Timely Data Punching & Processing
- Luthra Group (RSPL Plant) Panoli as A Back Office Executive (S & M) (Since April 2022-July 2023)
- Marketing Team Data Maintain & Target Achievement Planning
- Clients Documents Maintain & Clients Quarries & Issue Solves
- Business Development Meeting & Client Service Handling
- Vehicle Planning & Execute Vehicle
- Generate Bills & Maintain Accounts
- Namra Finance Ltd. (Micro Finance) as A Branch Accountant (Since Dec- 2019 – Feb-2021)
- Maintain Branch Team Target & Collection Target
- Customer Issue Solves & Maintain Good Will
- Cash Management & Deposited as per Rules
- Handle Document Security & Data
- Manage District Level Branch

- Patil Caterers, Surat as A Branch Manager (Since Sept 2018 - Nov 2019)
- Food Service Maintain & Good Food Serve
- Staff Team Handle & Manage Staff Behavior
- Handle Cash & Manage Purchases
- Maintain Services & Increases Business Level
- Handle All Over Management & Issue Solution
- Samata Kitchen Interior Product, Pvt. Ltd, Dhule as A Back Office Executive (S & M) (Since 2017-Aug 2018)
- Marketing Team Data Maintain & Target Achievement Planning
- Clients Documents Maintain & Clients Quarries & Issue Solves
- Quotation & Order & Dispatch & Bills Generated Process Handle
- Business Development Meeting & Client Service Handling
- Maintain Business Target & Increases Business
- Keystone Systech Pvt. Ltd, Mumbai as A Technical Support Engineer (Since 2015 - Feb 2017)
- Handle ATM Network All Issue as per visit site
- Signal Issue, System Reset Maintain Data

SYSTEM WORKING KNOWLEDGE

TALLY, SAP, BUSSY, JAYAM, ADVACNE EXCEL, WORD, KBOLT PLUS

PERSONAL DETAILS

Date of birth	:	Sept 20th,1993
Fathers name	:	Dilip N. Patil
Height	:	5.6
Marital Status	:	Married
Language Known	:	Marathi, English and Hindi
Address	:	At Post Tikhi, Tal-Dist. Dhule Maharashtra 424311
Current Address	:	Patel Colony, Dondaicha, Dist. Nandurbar 425408

I hereby declare that the above details are true to the best of my knowledge.

Date: -

Pradip Dilip Patil