

# Curriculum Vitae

## **Sajan P Tailor**

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### **OBJECTIVE**

To utilize and enhance my skill towards a challenging career that can provide opportunities for growth and to reach a position in my career where from I can dispose my capabilities to fullest benefit for the organization and society.

### **PROFILE SUMMARY**

A competent professional with >10 Years of experience in various field likes **Accounts Officer, Factory Outlet Officer** as well as **MIS**.

### **Priority work Profile:**

Currently assignment with **Lodz Denim Pvt Ltd.** since July'21 to till date as an **Accounts Executive**, which is Textile Denim Fabric Manufacturing Unit.

### **Role as Lodz Denim Pvt Ltd. - (July'21 to continue)**

- To make a Sales Invoice for Domestic/Export
- Purchase Bills and any other bills check and do the entry in ERP Software
- Prepare TDS/TCS return
- Bank/Cash/Creditors/Debtors Reconciliation
- Maintain Credit Note/Debit Note
- Prepare GSTR1 data & Reconciliation GSTR2

### **Role as Kempfar International - (July'19 to July'21)**

- To make a documentation for Sales & Purchase
- To maintain a stock and prepare a stock statement at the month
- To procurement for the stock and coordinate with the Vendors
- To maintain a petty cash for day to day operational activity
- Purchase Bills, Sales Bills and any other bills check and do the entry in Tally ERP Software
- Cash and Payment entry, Bank Reconciliation, Ledger Confirmation with the Party
- GSTR-1 & GSTR-3B and reconciliation data with GSTR-2A

### **Role as an Rajhans Nutriments Pvt Ltd. (Schmittens Chocolates) as a Factory Outlet Officer- (Dec'16 to Jan'19)**

- Responsibility like Operational/Functional & Manpower Mgt.
- **Operational/Functional -**
  1. To Handling Cash & Stock Verification
  2. Maintaining Daily Sales Report & Cash Report as well as monthly
  3. To Maintain Stock reconciliation and to plan procurement of the material from the FG

4. To Handle the large volume of the customer to increase the sales and brand promotion and also to solve the query of the customer
  5. To Coordinate with HO for the any kind of requirement and arrange for the promotional activities of the brand
  6. To plan and execute sales promotion activities through team
- **Manpower Mgt. -**
    1. To Authorised the leave/reliver mgt for the Outlet employees

#### **Role as a Fabdeal Pvt Ltd. As MIS Executive - (Apr'15 to Oct'16)**

- To Handling multiple reports, working with formulas, pivot charts and various other excel sheet components for accurate data
- To prepare presentation slides for the review of best selling products as well as revenue generation and to review for the best performing vendors on every month
- To track and reconciliation report of stock for the Vendors and procurement of the material and to follow up for the delivery and maintain the Inventory on various portals
- To Generate Sales report on weekly basis and do analysis with the current stock

#### **Role as an Ansa Deco Glass Pvt Ltd - (Aug'12 to Apr'15)**

- Raw material planning at the start of month and review on weekly basis
- Generating revenue report at the start of every month and review on weekly basis
- To release production MIS report on daily basis and presentation of FRM Slides on monthly basis
- To interacting and coordinating with Quality, Production, Logistic & NPD department for the Operation
- To maintain all record regarding NPD and production as well as planning point of view

#### **KEY STRENGTH**

- Personal drive, quick learner and commitment to achieve results
- Reliable & trustworthy
- Able to work as a team leader as well as team member and adaptive

#### **ACADEMIC PROJECTS**

- Completed project on Piramal Glass LTD. during summer training at BBA, Kosamba in 2011
- Completed Winter project report on "Investment Avenues in Capital Market" during BBA in 2012

#### **IT SKILLS**

- Well versed with ERP System MS Office (Advanced Excel)

#### **EDUCATION**

- 2017 PGDM from NIMT as a Finance on the distance base
- 2012 BBA from Shri Shambhubhai V. Patel College of Computer Science & Business management Organized with VNSGU, Surat
- 2009HSC from V.S Patel high school, Kosamba, affiliated to GSEB with 1<sup>st</sup> class
- 2007 SSC from V.S Patel high school, Kosamba, affiliated to GSHSEB with 1<sup>st</sup> class

## PERSONAL DETAILS

Date of Birth : 09<sup>th</sup> August, 1992  
Gender : Male  
Marital Status : Single  
Languages Known : English, Hindi & Gujarati  
Present Address : Shalimar Park, Tarsadi, Kosamba-394120, Dist. – Surat  
Current Salary : 32,000 P.M.  
Expectation : 40,000 P.M.  
Notice Period : 1 Month

## DECLARATION

I hereby declare that above-mentioned details are true to the best of my knowledge & belief.

**Date: -**

**Place: - Kosamba**

Yours Faithfully,

**Sajan Tailor**