

CURRICULUM VITAE

Objective:

- Seeking for a challenging and interesting role in a company where my experience and Knowledge can be utilized and enhanced

Personal Details: -

Name : - Sanket Ashok Salunkhe
Address : - 15/1 , Ganesh Colony, Near Golibar Maidan
Kasaba Bawada , Kolhapur , 416006.
Contact No : - 9762810100 & 8484900531
Email ID : - sanket4343@gmail.com
Date of Birth : - 10 Jan 1994.
Gender : - Male.
Marital Status : -Married.

Academic Qualifications & Other Qualifications: -

HSC from Kolhapur Board

COMPUTER PROFICIENCY:- Operating System : - SAP, Windows 98/2000, MS-CIT, Working Knowledge of various Retail Billing Systems, i.e. TPLinux , MS AX-POS , ORACAL POS.

Experience:

Organization : Reliance Digital (Reliance Retail Ltd)

Post Held : - “Asst. Commercial Officer”.

Tenure : - From Feb2019 to till date.

Job Profile : -

- Daily safe counting to be done for cash float, petty cash & advance payments Keep an account of Sales by cash, credit card & gift voucher, Maintain office cash, petty cash & change Float.
- Reconcile the cash/cheque for previous day sales
- Commercial Dashboard update in excel.
- Revert on Mails received from HO , SM etc
- Daily store sale data download and maintained.
- Cluster store data collected in excel on daily basis.

Organization : - Lifestyle international Pvt. Ltd.(Max Retail Division)

Post Held : - “Sr. Cashier”.

Tenure : - From Oct 2017 to 17Feb2019

Job Profile : -

- Responsible for store commercial audit. Active Roll of Sr. Cashier for cash & billing department & all commercial duties.
- Keep an account of Sales by cash, credit card & gift voucher, Maintain office cash, petty cash & change Float.
- Closing and balancing of all tills and cross checking manually. Prepare all daily and weekly statements. Conduct till Grabs.
- Maintaining DSR & Daily banking of previous day's sales. Maintain detailed store expenses.
- In the absence of head cashier to responsible for the cash office & back room operations of the store systems.

Organization : - PANTALOONS (ABFRL)

Post Held : - “ Head Cashier”.

Tenure : - From 26 July 2016 to Sep 2017

- Responsible an account of Sales by cash, credit card & gift voucher.
- To responsible for the cash office & Back (BOH) room & Customer Service operations of the store systems.
- Maintain Sale cash banking, Franchise petty cash & change Float.
- Coordinating with Franchise Members, Commercial Head of West Zone , Supporting Staffs , & State Commercial Head.
- Keep an account of Sales by cash, credit card & gift voucher
- Maintain office cash, petty cash & change Float.
- Closing and Balancing of all tills and cross checking manually.
- Prepare all daily and weekly statements. Conduct till Grabs.
- Daily banking of previous days sales.
- Recover all till discrepancies.
- Control store consumables like carry bags, audit rolls, gift-wrap sheets, etc.

Organization : - Chloride Metals Limited (Exide Industries Ltd)

Post Held : - “Assistant - Store Inventory”.

Tenure : - From Oct 2014 to Oct 2015

- Verification of physical inventory every month.
- Maintain Materials Order level i.e. Maximum, re-order & minimum.
- Maintain A, B, C Analysis for easy control of material.
- Tracking of Non-Moving/Slow Moving Materials.
- Maintaining perpetual inventory for Raw material..
- Issue & receipt of material to job workers with proper documentation
- Preparation & Authorization of Rule 4(5) a challan.

Strengths: -

- Ability to manage staff in a positive and productive manner
- Able to motivate, develop, coach and counsel employees at cash office work
- Proactive monitoring of discrepancies at the cash tills and cash office..
- Able to identify improvement opportunities on a continual basis.
- Excellent working knowledge of computers, cash office work, and ability to navigate and give training to cash officers as well as cashiers.
- Able to Maintaining and Controlling store expenses.

Declaration: -

I hereby confirm that all the above information regarding me is true and correct to the best of my knowledge.

Date : -

Place : - Kolhapur

[Mr. Sanket Salunkhe]