

# Curriculum Vitae

NAME : Mr. ABHIJIT SURESH PISE

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Email Id : [abhijtpise2@gmail.com](mailto:abhijtpise2@gmail.com)

Date of Birth : 11/08/1992

Sex : Male

Marital Status : Unmarried

Nationality : Indian

Caste& Religion : Hindu-Maratha

Languages Know : Marathi, Hindi, & English

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## CAREER PROFILE

### Accounting & Finance

- B.Com with + 8 years' experience handling "Retail Commercial operations".
- Proficient in using automated system to enhance smooth functioning.
- Prepare and maintain store MIS.
- Ensure loss prevention on trade-in sales at store.

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## Educational Qualification

Exam	Board/ University	Year Of Passing	Percentage
S.S.C	Pune University	March-2006	51%
H.S.C	Pune University	Feb-2008	62%
T.Y.B.Com	Mumbai University	March-2012	57%



**Additional Qualification:**

- Has Completed Masters in Business Administration (MBA) for Welingkar Institute of Matunga.
- MS-CIT.

**Key Areas of Expertise**

Technical: Excel, Word Internet, Tally 9.0

**Job Profile:**

**Presently working with Infiniti Retail Ltd (Croma) Tata Enterprises as Assistant Department Manager. Of Accounts and Administration.**

- Preparing Daily sales summary.
- Handling of Petty cash & daily sales collection.
- Bank Cash & Credit Card reconciliation.
- Follow up of Charge back recovery from bank.
- Invoice booking of vendors & Payments.
- Physical stock checking.
- Handling day to day office routine work & with bank.
- Preparing cheque of vendors.
- Maintaining excel track record of day-to-day sales, trade in & cheque received.
- Opening and closing activities of the store.
- Managing and motivating a team to increase sales and ensure efficiency.
- Managing stock levels and making key decisions about stock control.
- Analysing sales figures and forecasting future sales volumes to maximise profits.
- Resolving health and safety, legal and security issues.
- Perform sales on big days.
- Responding to customer complaints and comments.

- Maintaining awareness of market trends in the retail industry, understanding forthcoming customer initiatives and monitoring what local competitors are doing.
- Touring the sales floor regularly, talking to colleagues and customers, and identifying or resolving urgent issues.

### Job Profile:



#### **Reliance Digital**

Commercial Manager (2011-2014)

- Sales/ Operation Report.
- Handling of petty cash expenses.
- Banking (Withdrawals & Payments).
- Bank Cash & Credit Card reconciliation.
- Correspondence with bankers.
- Invoice booking of vendors & Payments.
- Sales Reconciliation.
- Preparing of sale invoices.
- Handling Funds on daily basis.
- Preparing Employee reimbursements (Mobile, Conveyance, Tour Statement)

### Job Profile:

A TATA and TESCO Enterprise



#### **Trends Hypermarket Ltd (A Tata Enterprise)**

Cashier cum Account Assistant (2010-2011)

- Sales/ Operation Report.
- Handling of petty cash expenses.
- Banking (Withdrawals & Payments).
- Bank Cash & Credit Card reconciliation.
- Correspondence with bankers.
- Invoice booking of vendors & Payments.
- Sales Reconciliation.



- Preparing of sale invoices.
- Handling Funds arrangement day to day basis.
- Preparing of Employee reimbursement (Mobile,Conveyance,Tour Statement)

Hobby: Writing, Reading books & Playing Cricket.

Place : Mumbai.

Date: / /2020

(Mr. Abhijit Suresh Pise)

