

## **CURRICULUM VITAE**

**SUMIT PRABHAKAR CHAUDDHARI**  
(B.COM)

**Email Id:** [sumit.chaudhari56@gmail.com](mailto:sumit.chaudhari56@gmail.com)

**CONTACT NO:** +919724473306

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### **PERSONAL PROFILE**

Present Address	A/303 Mahalaxmi complex, opp Patel Petrol Pump, Aamli,silvassa,DNH.
Contact Number	(M) : +91-9724473306
Date of Birth	09 <sup>TH</sup> January 1992
Gender	Male
Status	Unmarried
E-mail	<a href="mailto:sumit.chaudhari56@gmail.com">sumit.chaudhari56@gmail.com</a>
Known Languages	Gujarati, Hindi, English,Marathi
Nationality	Indian
Religion	Hindu

### **ACADEMICS**

Course	Board/University & college	Year of passing	Percentage (Marks obtained/out of)
<b>B.Com</b>	UNIVERSITY OF PUNE	2013	<b>66.58%</b>
<b>H.S.C</b>	G.S.E.B	2010	<b>59.14%</b>
<b>S.S.C</b>	G.S.E.B	2008	<b>54.14%</b>

## IT EXPOUSER

- **Computer Knowlage**

- Basic In Computer
- Tally ERP 9.0
- Microsoft Office Excel
- Microsoft Office Word
- Microsoft Office PowerPoint
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### **Working Experience:**

- 1) I have Worked With **Essel Propack Ltd.** At Pipariya, Silvassa -396230  
DNH & DD

W.E.F. March 2014 to April 2015 as **Store Executive**–Store Dept.

- **Job Responsibilities :**

- Overseeing stock control and receiving orders.
- Mange purchase of some Raw-materials( e.g. corrugated Box)
- Timely and accurate updating of MIS and providing the same to Superior.
- Entries of Inward and outward of Raw-materials.

- 2) I have worked with **HDFC Bank** At Amli,Silvassa 396230. State:  
Dadra & Nagar Haveli.

W.E.F. May 2015 to January 2017 as **Junior Offier** –Clearing Dept

- **Job Responsibilities :**

- Inputting daily inward and outward of cheques.
- Inputting of NEFT,RTGS,Fund transfer, stop payments.
- Generating daily reports and MIS for seniors.
- Managing Back office Admin Department.(e.g. events, office supplies)

- 3) I have worked with **Kotak Mahindra Bank** at Aamli, silvassa. State:  
Dadra & Nagar Haveli

W.E.F. January 2017 to June 2019 as **Assistant Manager**

- **Job Responsibilities :**

- Handled basic teller transaction like cash handling,Fund transfer,NEFT,RTGS,Account closure,address change, etc..
- Handled customer quarries, requests and needs and providing suggestions and resolution real time basis.
- Managing high net worth portfolio.
- Generating daily MIS of cash movment and branch sales.
- Maintaining of branch Audit
- Staff Recruitment and their Joining Process
- Preparation of Attendance
- p Coordinating with all supporting trams for smooth processing of Transaction.

- 4) I have worked with **HDB Fincial Services LTD.** at Aamli, silvassa.  
State: Dadra & Nagar Haveli

W.E.F. July 2019 to May 2023 as **Branch Operation Executive.**

• **Job Responsibilities :**

- Managing office supplies stock and place orders.
- Prepare regular reports on expenses and office budgets.
- Maintain and update company databases.
- Generating daily MIS of inward files for disbursement.
- Organize a filing system for important and confidential company document.
- Answer queries by employees and customers.
- Update office policies as needed maintain a company calendar and schedule appointments.
- Arrange travel and accommodations schedule in-house and ecternal events.
- Book Meeting rooms as required and distribute and store correspondence (e.g. letters,emails and packages)

## **KEY SKILLS**

- Planning, scheduling and implementation.
- Cost cutting and Audit related works
- Planning and Utilization of the Resources & Manpower.
- Accounting of Purchase, sales and service
- Maintaining accurate records of all relevant documents.
- DOCUMENTATION: Preparation of Daily report, Monthly reports.

## **EXTRA STRENGHT**

- Hardworking
- Teamwork
- Accepting Challenges
- Quick Learner

## **ACHIEVMENTS AT WORK**

- Old ageing cleared in millions
- Minimize of office exp
- Usage of scrap income
- Satisfactory branch audit maintenance

### **Declaration:**

For any job offer that would best suited to my profile, I promise to relocate myself to the desire location, I hereby declare that the information given here by me is true and correct to the best of my knowledge.

**[Sumit Chaudhari]**