Akshay Raut

**Account Executive** **Cum Store In Charge**

[akshaydraut161@gmail.com](mailto:akshaydraut161@gmail.com) 

9168717439

# EDUCATION

## Secondary School Certiﬁcate

### H.B. Aadarsh High School, Nagpur

*05/2009 - 03/2015*,

## Higher Secondary Certiﬁcate

### Dhnyanbharati Junior College, Nagpur

*07/2015 - 06/2017*,

## B. Com

### Bhoyar college, Nagpur

*08/2017 - 11/2020*,

**M.Com**

### Bhoyar college, Nagpur

*03/2021 - 07/2022*,

# SKILLS

SAP Software

Tally ERP9 / Prime

MS Excel

Word

**CERTIFICATES**

MSCIT (10/2015 - 01/2016)

Tally ERP9 (11/2020 - 02/2021)

# LANGUAGES

# Marathi, Hindi, English

**INTERESTE**

Gaming, Traveling , Nature Watching

# WORK EXPERIENCE

## Stores Incharge Cum Accounts Executive

## Sujay Irrigations Pvt Ltd , Nagpur

## Working Period - (17.05.2024 – Present) (Tally Prime (Gold) Software)

## Roles – Responsibility

Sales Invoice Creation, Purchase Inward, E- way bill, E- Invoice, Journal Entry, Bank Reconciliation, Stock Management, Transportation Planning, , Team Management, Patty Cash & Reimbursement, Material Dispatch, Cash Voucher, Book Keeping,

**Account Executive**

Jain Irrigation systems Ltd, (C&F), Nagpur

## Working Period - (01.03.2022 – 15.05.2024) ( SAP Software SD Modul)

**Roles – Responsibility**

Order Booking, Sales Invoice Creation, Purchase Inward, E- way bill, E- Invoice, Journal Entry, Bank Reconciliation, Stock Management, Transportation Planning, SD Module, Team Management, Stock audit, Bank Entries, Material Dispatch

**Account Assistant**

Dahake Accountant , Pulgaon

**Working Period** – (11/2020 - 05/2021) **(Tally ERP9 )**

**Roles – Responsibility**

Purchase invoice, sales Invoice, Banking

Invoices, Services Invoice, Journal Invoice, Basic GST tasks.

**Declaration**

I hereby declare that details furnished above are correct.