

SHUBHAM NANDKUMAR KADAM

BLOCK NO 2 HARIBHAGYODAY SO NEAR BAJAJ SHOWROOM -KRUSHNA
COLLECTION MHASRUL DINDORI ROAD 422004
7774948191
kadamshubham498@gmail.com

Objective

I seek challenging opportunities where I can fully use my skills for the success of the organization.

Experience

- GrowMore Accountancy** 12/10/2017 - 15/11/2018
Jr.Accountant
• DEDICATED AND DETAILS - ORIENTED ACCOUNTING PROFESSIONAL WITH 1.5 YEAR OF EXPERIENCE.

• IN MANAGING FINANCIAL RECORDS PREPARE REPORTS, PREPARE BANK RECONCILIATION STATMENT PROFICIATION IN ACCOUNTING SOFTWARE LIKE TALLY ERP9,MS EXCEL,WORD AND STRONG ANALYTICAL SKILL KNOWN OR STRONG ORGANISATION ABILITIES, PROBLEM SOLVING SKILL AND COMMITMENT TO ACCURACY AND EFFICIENCY.

• SEEKING TO LEVERAGE EXPERTIS CONTRIBUTE TO THE COMPANY,S FINANCIAL SUCESS.
- VISHWAS CO-OP BANK LTD NASHIK** 1/12/2021 - 25/07/2022
CLERK UNDER TRAINING EARN AND LERN
• HANDALING BRANCH OPERATION.
• PROCESSING OF ALL OPENING FORM.
• AUTHORIZATION OF ALL FINANCIAL AND NON- FINANCIAL TRANSACTION.
• FOLLOW UP OF LOAN INSTALLMENTS AND NPA ACCOUNTS ALONG WITH FILED VISIT TO THEM.
- MUTHOOT FINANCE** 17/10/2022 - 02/03/2024
JUNIOR RELATIONSHIP EXICUTIVE
• HANDALING BRANCH OPERATION.
• PROCESSING OF ALL ACCOUNT OPENING FORM.
• AUTHORIZATION OF ALL FINANCIAL AND NON- FINANCIAL TRANSACTION. HANDALING OF CASH COUNTING MASHINE.LOCKER OPERATION INWARD AND OUTWARD SIMULTANEOUSLY DOING KYC OF CUSTOMER. INFORMATION THE CUSTOMER ABOUT THE ONLINE APP TRANSACTION.VALUATION OF GOLD WEIGHT OF CUSTOMER
• HANDELED OPERATION SMOOTHLY AND CUSTOMER SERVICE RESOLUTION OF CUSTOMER QUERIES/COMPLAINTS.
• SERVICING CUSTOMER QUERIES
• BRANCH LOBBY MANAGEMENT,BRANCH ADMINISTRATION
• REVIEWING DAILY LOANS OF ACCOUNT REPORT
• GENERATING BUISNESS OF CROSS SELL.
• RESPONSIBLE FOR AQUISITION THROUGH DIRECT SALES TO WALK IN CUSTOMER AS WELL AS REFERABLE CUSTOMER
• ACCUMULATION OF DAILY BRANCH REPORT FROM BRANCH STAFF AND FORWARDED THE SAME TO TEAM MENTOR.
• FOLLOW UP OF LOAN INSTALLMENTS AND NPA ACCOUNTS ALONG WITH FILED VISIT TO THEM
• APRISING GOLD.
• DISBURSEMENT OF GOLD LOAN.
• INFORM THE CUSTOMER ABOUT THE GOLD LOAN.
• AS CASHIR
- MINITEK SYSTEM INDIA PVT LTD** 04/01/2025 - 12.09.2025
JR ACCOUNT CUM STORE EXECUTIVE
• Overseeing and maintaining inventory levels, tracking receipts and dispatches.
• Conducting stocktaking and reconciling physical stock with records.
• Handling the receipt of goods
• Recording daily financial transactions, including voucher entries and maintaining petty cash.
• Handling bills, processing invoices
• PREPARING E -INVOICE
• PREPARING E-WAY BILL
- Santosh college of Management** 17.09.2025 - Till Date
Junior Accountant

Education

Course / Degree	School / University	Grade / Score	Year
M.COM	PUNE UNIVERSITY	70.13%	APRIL 2022
B.COM	PUNE UNIVERSITY	69%	NOVEMBER 2020
H S C	MUMBAI UNIVERSITY	55.23%	FEBRUARY 2016
S S C	MUMBAI UNIVERSITY	55%	OCTOBER 2014

Skills

- MS-CIT • DOMASTIC LAVEL DETA ENTRY COURSE • TALLY ERP 9 • ENGLISH TYPING 30 SPEED

Personal Details

- Date of Birth : 06/01/1998