



SANDESH HIRALAL NEVE

J R . C L E R K A / C S E C T I O N

CONTACT

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sscoetjalgaon.ac.in

Plot No. 13 Indraprastha Colony
Near Sane Guruji Colony Jalgaon

EDUCATION

Bachelor of Commerce

Dr. BAM University Auragabad

2014

57.45%

Master of Commerce

Dr. BAM University Auragabad

2019

54.9%

SKILLS

- Tally Software
- Hardware Maintenance
- MSCIT

ABOUT ME

I work in Accounts department. Accuracy in work is my major responsibility so I like to complete other tasks related to Accounts department within time. As a responsible accountant in my staff and students An image I have created.

मी लेखापाल विभागात काम करतो. कामातील अचूकता हीच माझी मोठी जबाबदारी आहे या जबाबदारी मुळे मला लेखापाल विभागाशी संबंधित इतर कामे वेळेच्या आत करणे मला आवडते. जबाबदार लेखापाल म्हणून माझी कर्मचारीवर्गात व विद्यार्थ्यांमध्ये एक छबी मी निर्माण केली आहे.

EXPERIENCE

Jr. Clerk A/c From Feb 11, 2013 - PRESENT

S.S.B.T.'s College of Engg. & Technology, Bambhori, Jalgaon

- Cheque Payment & Online Payment
- To maintain Cheque Issue Records of College, Hostel & Exam Section
- Assisting Account Section in preparing FRA and Audit Reports
- Guide to Student Regarding Payment of Student fee (On-line/ Payment gate Way etc.)
- Keep ready record form Audit & Verify by Auditor

LANGUAGE

Marathi

English

Hindi

HOBBIES

Cricket

Traveling

News Paper reading