

## CURRICULAM VITAE

**Sanjay Kumar Sahu**

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### **Objective:-**

"To work with the Reputed Organization Wherein I get Challenging atmosphere so that I can utilize all my potentials and strength for the welfare and development of the organization.

### **Education Qualification :-**

- M.Com. from Rajasthan University, Jaipur.
- B.Com. from Rajasthan University, Jaipur.
- Senior Secondary from RBSC board Jaipur.
- Secondary from RBSC board Jaipur.

### **Working Experience:-**

- **2 Year Experience in Go Colors as a Store Manager.**
- 2 year Experience in Firstcry as a Sr.CRO(ASM).
- 4 year Experience in Peter England as a Sr.CCA
- 4 Year Experience in Jaipur Central Cashier & FC.

### **Job Responsibilities:**

- All billing process and Cashier Area, Credit Card Transactions and Daily Bank Deposits.
- Finance entry in excel sheet, maintain Prepaid card and credit note.
- Maintained and processed the transfer in & out of the store stock.
- Target and achieving sales objects.
- Maintaining and sending monthly, weekly and daily reports.
- Maintaining and documenting files, invoices, bills and receipts.
- Handling customer complaints.
- Maintain Credit Note and refund register.
- Maintain petty cash & daybook.

### **Computer Proficiency:-**

- RS-CIT,
- Tally 9.0.

**Strength:-**

- Punctual, Hard Work, Honest

**Personal Information:-**

Date Of Birth	:	20 December 1993
Marital Status	:	Unmarried
Language Known	:	Hindi, English
Religion	:	Hindu
Nationality	::	Indian

**Declaration:-**

I hereby declare that all the above Information is true to best of my knowledge.

**Sanjay Kumar Sahu**