

# CURRICULUM VITAE



## SACHCHITANAND MAURYA

**Date of Birth -** 26 th May 1994  
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**Address-** 712/1 S K Nagar, PO. Pravash Nagar,  
Rishra, Dist. Hooghly, Pin-Code 712249  
(West Bengal) INDIA

**About -** Experience of 5 years Worked in MNC's  
and National Companies, Also gain a  
Knowledge of Working Culture (Team  
Work, Punctuality or Time  
Management, Administrative Assistance,  
6S, Communication)

**Career Objective -** Obtain a position as a team-player in a  
people-oriented organization where I  
can utilise my organizational skills  
and educational background in a  
challenging environment and to serve  
the organization with positive attitude  
and efficiency.

**Languages Known -** English, Hindi, Bengali

## SOFTWARE PROFICIENCY (RELEVANT TECHNOLOGY)

**Operating System -** Windows and Vista  
**Application Packages -**  
**MS Office** MS Word, MS Excel, MS Power  
Point, And Advance Excel (Pivot,  
Vlookup, etc.)  
**Tally** 1 Year Course in Tally ERP 9  
**SAP** 2.5 Year Work Experience in HMSI

## ACADEMIC QUALIFICATION

**Post Graduated Diploma (2016)**  
Computerised Financial Accounting  
Jadavpur University  
BRAINWARE (Institute)

**Graduation (2015)**  
Bachelor of Commerce (B.COM)  
Calcutta University  
Shree Agrasain (College)

**Higher Secondary (2012)**  
WBCHSE (Board)  
Shree Jain Vidyalaya for Boys (School)

**Madhyamik (2010)**  
WBBSE (Board)  
Shree Jain Vidyalaya for Boys (School)

## WORKING EXPERIENCE

### SBI Card And Payment Services Ltd (1st March 2021 To Present) Payroll Company- Quess Corp Limited

Working with Agnostic Fulfillment Team, My role is to sharing the Leads and keeping follow-Up.  
Dispatching the Picked Applications, And ADD-ON.  
Maintaining the Hand-over Data, Dispatch Data and Device Data. Also supporting MIS Executive  
Sharing Application Fulfilled and Pending Lead Data to Area Sales Manager's

**Designation:-** Doc Collection Executive  
**Department:-** Centralised Fulfillment  
**Role:-** Dispatch  
**Location:-** Kolkata

### Honda Motorcycle Scooter India Pvt. Ltd. (HMSI -4F) Payroll Company- Vantage Deck

Worked with Indirect Taxation Team, and doing **Reconciliation**  
Worked with Payable Team, and have knowledge of GRN, MIGO and MIRO  
**Posting /Booking daily basis BOP Invoices for Payment using SAP- MIRO & ZFIMIRO**  
**Making Rejection Note or Debit Note and Updating in excel**  
**Booking Stock Transfer Invoices** Proposal or payment checking.  
Purchase Register and GSTR Sheet Compilation  
Maintaining RGP And NRGPR Records  
TDS Reconciliation  
Participated in internal and external Audit (sample based Auditing)  
Stock and Inventory with Team Work & Time management  
Maintaining Record/ Book- keeping or Data summering

**Designation:-** Finance Co-ordinator  
**Department:-** Accounts and Finance.  
**Role:-** Reconciliation of Vendors for GST Credit Review  
**Joined ON:-** 12<sup>th</sup> March 2018 to 21<sup>st</sup> of June 2020  
**Location:-** Vithalapur Ahmedabad

### ICICI BANK Payroll Company- I Process

**Designation:-** Senior Executive (Sales and Marketing).  
**Department:-** MORTGAGE SALES (Home Loan).  
**Role:-** Approaching, Dealing & Convincing to Customers  
**Duration:-** 23<sup>rd</sup> November 2017 to 05<sup>th</sup> March 2018  
**Location:-** Kolkata

### SRC Financial

SRC Financial works as an Advisor which deals with Stock Broking, Mutual Fund, IPO, Bond,  
General Insurance, LIC, Home Loan and Company Fixed Deposit.

**Designation:-** Relationship Manager (Sales and Marketing).  
**Role:-** Making relationship with Customers, Knowledge of LIC, MF, IPO & NFO's  
**Duration:-** 06th March 2017 to 21st November 2017  
**Location:-** Kolkata

### NKID for HMSI 4F (dept. Material Services)

NKID is a vendor company which controls the stock flow and maintains inventory for HMSI-4F  
Shortage Inventories using Fifo Method, and Man management, GRN/ MIGO.  
Receiving & Storing of Materials using FIFO

**Designation:-** Junior Executive  
**Department:-** Material Services  
**Role:-** Receiving associate and MIGO Posting  
**Location:-** Ahmedabad