Yogesh Dandekar

Sr.Executive-billing

# Panvel, MH | 8779592855 | yogeshdandekar01@gmail.com

# Objective

I am dedicated to finding opportunities where I can maximize my potential, learn new skills, expand my knowledge and help the organization achieve its ambitions.

# Work Experience

## CMS Info System Limited | Sr. Executive-Billing 2018-Till date

* Prepare invoices in excel and upload in Navision S/W.
* Follow-up for collection and MIS approval.
* Solving customer queries.
* Rate checking with agreed commercial.
* Preparing credit note & debit note if required.
* Sending unbilled report to customer.
* Mailing (Outlook-2016).
* Calling to customer for approval.

## Logicash Solution Pvt. Ltd. | Data Associate 2016 ─ 2017

* Maintain data in excel of employee
* Cross verification throw document of employee.
* Calling to new employee for verification.
* Data entry in excel.

## A.P. Doshi & Company | Back Office Executive 2014 ─ 2016

* Data entry in excel and tally.
* Cross verification of voucher
* Calling to Customer.
* Mailing Outlook.

# Education

## Shivaji University Kolhapur, B.Com 2012

## Maharashtra State Board Pune (Mumbai Division), HSC 2009

## Maharashtra State Board Pune (Mumbai Division), SSC 2007

# Technical Skill

* Advance Excel : Vlook-Up, Pivot Point, Basic Formula’s
* MS-CIT with 78%
* Internet Browsing / Surfing etc…
* Microsoft Outlook 2016
* Microsoft Word
* Working in Microsoft Dynamic Navision Software

# Abilities

* Problem Solving
* Strong Communication
* Team Leadership
* Team Oriented
* Hard Working
* Career Conscious.

# Interest & Hobbies

* Playing Chess
* Help Others
* Reading Books

# Personal Details

* Name : Yogesh Pandharinath Dandekar.
* Mobile No. : 8779592855 / 7558318829
* DOB : 03/07/1990
* Gender : Male
* Marital Status : Unmarried
* Language known : English, Hindi & Marathi

# Declaration

I hereby declare that all the above information is true & correct to the best of my knowledge and belief.

Thank You,

Your Sincerely,

**Yogesh Dandekar**