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| **Objective** |  | * To work for an organization which offers challenging Opportunities and excellent Cooperative working environment & utilize my Skills and Abilities to the Best Level and Contribute towards the growth of the Organization I am in, and grow with it
 |
| **JOB EXPERIENCE****ACADEMIC INTERNSHIP EXPERIENCE** |  | * **Company :- Al- Shifa Agencies, India.**
* **Role :- Accounts cum Administration Manager**
* **Duration :- 7th July 2013 – 26th November 2015**

**Duties & Responsibilities :*** Working with spreadsheets, sales and purchase ledger
* Calculating & checking to make sure payments, amounts and records are correct
* Managing Petty Cash Transaction
* Sorting out incoming and outgoing daily post & Answering any queries of Customer
* Record day to day sales
* Coordinates activities by scheduling work assignments, setting priorities, and directing the work of subordinate employees
* Visitng Retail outlets and inspecting the jobs of the Sales Representatives
* Placing order with the Manufacturers for the required stocks
* **Company :- Shinde Packaging Pvt. LTD, Verna-Goa-INDIA**
* **Role :- Management Trainee**
* **Duration :- 11 Weeks**

**Duties & Responsibilities:*** Studied the functioning of all the departments.
* Studied the Organizational behavior.
* Issuance of invoices to customers.
* Handling correspondence and book keeping.
* Preparing salary sheet.

 **Project Undertaken :*** ­Analyzing Financial statement and Ratio Analysis of Shinde Packaging Pvt.Ltd
* Preparing Customer Profile for Shinde Packaging Pvt.Ltd
 |
| **ACADEMIC CREDENTIALS** |  |

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| 2014 | PGDBA (Banking and Finance)Goa University -India |
| 2013 | B.com (Business management)Goa University - India |
| 2010 | Std. XII (commerce)Goa University -India |
| 2008 | Std. XGoa University - India |

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| **COMPUTER SKILLS****PERSONAL TRAITS****EXTRA CURRICULAR ACHIEVEMENTS** |  | Having Successfully Completed a Course of Diploma in :-E-Office :- Ms-Windows, Ms-Word, Ms-Excel, Ms-PowerPoint, Internet.E-Finance:- Tally 9.0 Vat Enabled, Peach Tree Accounting, Advanced Excel, Ms-ccess* Good communicational skills
* Flexible and Can easily get Adapted in any particular Work Environment.

- Result oriented- Good listener* Participated in inter college seminar on “A Tapestry of Goan Culture”

organized by Shree Damodar College of Commerce &Economics.* Participated in one day state level seminar on “Retrospective and
* Prospective Goa” organized by Shree Damodar College of Commerce &

Economics.* Participated in Inter College Competition D-Tour 2013, Organized by S.S.

Dempo College of Commerce & Economics- Panjim, Goa. |
| **PERSONAL INFORMATION** |  | Date of Birth :- 21/01/1993Religion :- IslamNationality :- IndianLanguages Known :- **To Read** : English , Hindi & Arabic **To Write** : English & Hindi Gender :- FemaleMarital Status :- SingleC:\Users\905368718\Documents\OMessenger\Received files\CV_Preview_Logo.jpg**Gulfjobseeker.com CV No:** **1534788**E-mail: gulfjobseeker@gmail.com |