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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** |  | |  |  | | --- | --- | | 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. X  Goa University - India | |
| **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 :- 21/01/1993  Religion :- Islam  Nationality :- Indian  Languages Known :- **To Read** : English , Hindi & Arabic  **To Write** : English & Hindi  Gender :- Female  Marital Status :- Single  C:\Users\905368718\Documents\OMessenger\Received files\CV_Preview_Logo.jpg  **Gulfjobseeker.com CV No:** **1534788**  E-mail: [gulfjobseeker@gmail.com](mailto:gulfjobseeker@gmail.com) |