**PRIYA**

Email: priya.351056@2freemail.com \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Career Objective**

"To pursue a challenging career and be a part of progressive organization that gives a scope to enhance my knowledge and utilizing my skills towards the growth of the organization".

**Job experience**

  **Patrick & Co. Modular Tec. - Verna Goa**  since 11th July 2016

 **Office assistant - Admin**

 **Duties and responsibilities**

* Drafting quotations and letters.
* Preparing Payment vouchers, delivery challans and tax invoices
* Making online Employee Provident Fund and ESIC payments.
* Handling employee account opening forms.
* Ensuring all paperwork received is scanned and stored both electronically and paper files.
* Writing standard and non standard letters for clients and employees.

**Academic Qualification**

* Rosary College of Commerce and Arts - Navelim, Goa University (2016)

 **Master in Commerce (Business Management) (68%)**

* Shree Damodar College of Commerce and Economics - Margao, Goa University (2014)

 **Bachelor in Commerce (70%)**

* Holy Trinity Higher Secondary School - Benaulim, Goa Board (2011)

 **HSSC - Commerce (73%)**

* Sacred Heart of Jesus High School - Carmona ( 2009)

 **Secondary School Certificate Examination (56%)**

**Achievements and Awards**

Secured Outstanding Student Award in M.Com (Business Management 2016).

**Software proficiency**

**Software known:** Tally 9.0 VAT Enabled.

**Office suite:** MS-office.

**Degree Projects**

* **Degree Project (B.com)**

Project area: Human Resource

Project title: “Study of Human Resource at Nestle India”

* **Degree Project (M.com)**

Project area: Social Networking

Project title: “Impact of Social Networking on Youth”

**Training and Seminar Undergone**

* **Training – Human Resource**
* **Organization:** Radisson BLU Resort, Cavelossim –Goa
* **Duration:** 13th June 2016 to 9th July 2016
* **Area:** Human Resource department
* **Knowledge gained:** Handling employee joining and clearance forms, account opening forms, preparing badges, dealing with leave cards and payment vouchers.
* **Seminar**

 **Mutual Funds – A Rising Investment Avenue.**

* **Place:** Rosary College of Commerce & Arts.
* **Period:** One day state level seminar (16th March 2015).

**Events organized**

* **Passonic** – Commerce event (2015)
* **Place**: Rosary College of Commerce & Arts.
* **Period**: One day Inter Collegiate event
* **Event role**: Team head for Quiz and Ad Maniac.

**Personal Trait**

* Co-operative and creative
* Problem solving
* Self-motivated and confident
* Punctual

**Personal Profile**

* **Date of Birth : 19. 04. 1994**
* **Gender : Female**
* **Marital status : Unmarried**
* **Nationality : Indian**
* **Language known : English, Hindi and Konkani**

**Reference - available on request**

**I hereby declare that the above written particulars are true to the best of my knowledge and belief.**