

Natasha.225422@2freemail.com

Natasha

**C A R E E R O B J E C T I V E**

To work for an organization that provides the opportunity to improve my skills and knowledge to contribute towards organizational & individual growth.

**W O R K E X P E R I E N C E**

Organization: **GOA,** **INDIA**

Designation: Back Office Associate

Duration: Sept. 2014 to Dec. 2014

Job profile:

* To maintain inward and outward registers of cheques and DD
* New account creation / modification using Finnacle
* Updating customer account passbooks
* Initiating internal & third party NEFT & RTGS transfers
* Preparation of cheque clearing procedures
* Assisting customers in day to day core banking activities

Organization: **GOA,** **INDIA**

Designation: Logistics Executive

Duration: June 2013 till Sept. 2014

Job Profile:

* Preparing material receipts & Delivery Challans
* Preparation of material requisitions
* Conducting dispatch vehicle inspection audits.
* Conducting daily Storage Location Reconciliation in SAP
* Computing daily Finished Goods confirmations in SAP LO
* Generating fortnight bills for packing, downtime, rework etc. based on SAP reports
* Preparing Excise Challans and Annextures

**E D U C A T I O N A L Q U A L I F I C A T I O N S**

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| --- | --- | --- | --- | --- |
| Exam. & | Board/University | Institute | Year of |  |
| Specialization | passing |  |
|  |  |  |
|  |  |  |  |  |
| B.A (History & | Goa university | PES College of Arts & Science - | 2013 |  |
| Political Science) |  | Ponda |  |  |
| H.S.S.C. (Arts) | Goa Board | GVM's St.Nelly Joildo Aguiar H.S.S. | 2008 |  |
|  |  | - Ponda |  |  |
|  |  |  |  |  |
| S.S.C. | Goa Board | GVM’s Almeida High School - | 2006 |  |
|  |  | Ponda |  |  |

**I T S K I L L S**

* SAP
* Tally 7.2
* Finnacle for Banking
* MS Office (Word, Excel, Powerpoint)

**P E R S O N A L D E T A I L S**

Date of birth: 17th February 1991

Place of birth: Goa, India

Religion: Hindu

Nationality: Indian

Marital Status: Married

Visa Status: Residence Visa (Family Visa)

Languages known: English, Hindi, Marathi & Konkani

**R E F E R E N C E S**

Professional references available upon request

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