SNEHA

[Sneha.357525@2freemail.com](mailto:Sneha.357525@2freemail.com)

Career Objective:

*Highly organize approach, plenty of initiative and a genuine desire to contribute to the ongoing success of the organization.*

***Career History:***

*One year UAE Experience working with Everglobal Trading LLC, Dubai as Accountant and Office Administrator.*

Duties:

1. *Handling Accounts like passing entries for purchase invoices, sales invoices, bank.*
2. *Maintaining and filing all records relating to Import and Export.*
3. *Answering incoming calls in professional manner.*
4. *Inquiry with Bank & Buyers about the payments on due dates.*
5. *Organize files both manually and electronically.*
6. *Efficiently resolved many client issues.*
7. *Supported subordinates and taken responsibility of delegated assignments.*
8. *Processed correspondence in relation to customer complaints.*
9. *Answering all the mails promptly.*

***Key Competencies and Skills:***

1. *Strong work ethic, self starter, result oriented.*
2. *Active team member with self drive and motivation.*
3. *Creative and Innovative thinker.*
4. *Acting with the highest ethical standards and always treating others fairly and with respect.*
5. *Having a practical approach to problem solving.*

***Academic Qualification:***

2014:- CS Final Professional Programme (Group 1) from The Institute of Company Secretaries of India Secured 50.5 %

2012:- Bachelors in Law (L.L.B) from Nalanda Law College, Mumbai University

Secured 55 %

2011:- CS Final Professional Programme (Group 4) from The Institute of Company

Secretaries of India. Secured 50.00 %

2010:- CS Executive Programme from The Institute of Company Secretaries of India.

Secured 55.00 %

2009:- Bachelors in Accounting and Finance from Nagindas Khandwala College, Mumbai University Secured 75.83%

2006:- XII from Nagindas Khandwala College, Mumbai University. Secured 73.00%

2004:- X from St. Lawrence High School, Maharashtra State Board.

Secured 78.13%

Areas of Expertise:

1. *Financial Administration.*
2. *Filing.*
3. *Reception Duties.*
4. *Ms Office Applications.*
5. *Business Administration.*

Beyond Curriculum:

1. *Awarded as Most Enterprising Student in TY B.com (Accounting & Finance).*
2. *Participated in various Intercollegiate Festivals.*