**DEEPSHIKHA **

**Mobile: Whatsapp +971504753686 / +919979971283 ~**

**E-Mail:** **deepshika.376070@2freemail.com**

**CAREER ABRIDGEMENT**

* An effective communicator with strong Leadership & Presentation, Relationship Management, Interpersonal Skills and possess hands in ensuring minimal conflict
* Adroit at consolidating and analysing of data from various sources / across teams for senior & middle management.

 **CORE COMPETENCIES**

**Vendor Management Asset Management Travel Management Cost Control**

**SUGUNA FOOD PVT LTD.**

 **Accounts Executive** : 15th  FEB 17 till date. 31st OCT 17 ,

**Role and Responsibilities:**

1. Responsible for Petty cash handling.
2. Responsible for Bank reconciliation in ERP .
3. Preparing MIS for all branch deposit and taking follow up for the payment.
4. Cash collection from traders and deposit into bank.
5. Taking follow ups from branch for day to day expenses & report to Corporate Office.

**CADD CENTRE TRAINING SERVICE PRIVATE LIMITED,PUNE.**

**Executive -** Admin & Accounts Executive 8TH JUNE 15 till 4th August 2016 , till date

**Role and Responsibilities:**

1. Responsible for complete office administration.
2. Responsible for complete day to day Admin activities
3. Responsible for HR and Accounts related operation.

**Key Deliverables**

* Taking care of Repair and maintenance work.
* Stock management like stationary materials, Housekeeping material, course materials related Cadd Centre institutional books.
* Travel management like booking of train tickets and bus tickets.
* Taking care of Guest House.
* Assets management like infrastructure related assets.
* AMC management like Fire Extinguisher, Bio Metric, AC.
* Vendor management like cost negotiation, releasing purchase order, bill process.
* Taking care of Housekeeping staff, preparing duty roaster.
* Taking care of EB, Telephone, courier and diesel.
* Taking care of marketing activities related to Cadd courses in newspaper adverting, Bus panel branding, auto hood branding.
* Coordinating for training course and arranging refreshment’s.
* Pre Joining and post joining formalities like salary bank account opening, bio metric access.
* Preparing attendance for the employee and forwarding to corporate office.
* Preparing MIS on guest house, Business card, Travel, EB and Telephone.
* Periodical pest control activities in branch office.
* Knowledge of all accounting activities handling petty cash, Tally updates, daily collection report.
* Preparing Budget for marketing activities.

**ONYX STUDIOZ**

**Admin & Accounts Executive** 4th MAY 2014 till 30 MAY 2015 ,

 **Role and Responsibilities:**

 1. Responsible for complete office administration.

 2. Responsible for complete day to day Admin activities.

 3. Taking care of all account activities related to company.

 4. Preparing MIS and attendance for employees .

 5. Coordinating with employees for better performance.

**ACADEMIA**

* **B.Com.** from Lucknow University in 2008.
* **Senior Secondary Examination** from H.A.L School, Lucknow, under CBSE Board in the year 2004.
* **Higher Secondary Examination** from H.A.L School, Lucknow, under CBSE Board in the year 2002.
* **IT Skills:** Well versed with MS Office (Excel, Word) and Tally 9.0

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**Technical course**

* Certificate Course in **Tally ERP 9**

**Personal Details**

Date of Birth : 20th October 1986

Languages Known : Hindi & English

Marital Status : Unmarried

**Declaration**

I hereby declare that the above particulars are true and correct to the best of my knowledge and belief and in the event of any information being found false or incorrect, my candidature will be liable to be cancelled.

 SIGNATURE OF CANDIDATE

 DATE : - \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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PLACE : -\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_