**SNEHA**

**Sneha-3929872@2freemail.com**

**CAREER OBJECTIVE**

To work in an organization where I can acquire new knowledge and sharpen my skills and put my efforts on achieving organization as well as individual goals. To be a professional and to utilize my skill and knowledge fulfilling the requirement of the organization to the best of my ability. Seeking an opportunity to utilize my extensive experience with a company that offers growth and increasing responsibility.

**WORK EXPERIENCE – 5.7 years.**

# Worked with Unimoni Financial Services Ltd (Formerly known as UAE Exchange& Financial Services Ltd) India.

**Employment Duration - 16th May, 2016 till 14th January, 2019.**

**Lastly worked as** –Zonal Executive cum Executive Secretary to Zonal Head - West Zone India since 1st April, 2018 till resigned.

**Promoted as** – Wholesale Coordinator - West India from 1st January, 2017 till 31st March, 2018.

**Joined as** – Regional Coordinator – Mumbai.

# Area of Operations handling:

* Reports Monetization.
* Handling Branch Coordination.
* Looking after the Accounting entries related to Zonal Office (West Zone).
* Coordinating with the AO & GHQ Offices when Senior Officials are in Mumbai.
* Promotion of Business Development in the Zone.
* Taking care of the Corporate Enquires generated & Income received.
* Arranging CN Stock, Travel Card &Stock from AO for Zone.
* Handling Foreign Currency Stock of the Region’s Branches.
* Arranging Meeting & Training scheduled @ Zonal Office Mumbai.
* Taking care of all the approvals lending in absence of Zonal Head.
* Taking care with the Reviews of Regional Head and Area Head @ Zone Office.
* Preparing Review sheets and tracking their Plan of Action against their achievement on a weekly basis.

# Previous Work Experience:

1. Worked with **Fortis Healthcare (Head Office Mumbai)** as a **Senior Assistance** in Billing Department.

# Employment Duration - 30th January, 2015 till 14th May, 2016.

**Used to take care with the below mentioned allotted duty throughout my tenure:**

* + Registration of New Patients.
	+ Taking care with Out Patient Billing.
	+ Taking care of MIS.
	+ Taking care with the escorting and guiding Patients to their destination.
	+ Taking care with the Billing procedure.
1. Worked with **UAE Exchange** as a Regional Coordinator for Region – MUMBAI.

# Employment Duration - 3rd June, 2014 till 5th January, 2015. Used to take care with the following activities on a daily basis.

* + Daily Monetary Report.
	+ Daily Branch Summary.
	+ BD Report, MIS.
1. Worked as a **Jr. Executive in Key wording Department** with **Adnet Global, Info systems.**

# Employment Duration – June, 2013 – May, 2014.

Adnet Global (Originally Adnet Info systems) developed an outsourcing model built on trust, professionalism, reliability and affordability for our visual media clients. Today, we have three production facilities in India along with Getty Images major outsourcing client for Adnet having a Headquarter located in USA.

Have been chosen to work for **3 projects** named as under and also got an appreciation for completing the tasks given successfully:

* + Creative Skills.
	+ Icon Key wording.
	+ Fashion Key wording.

# Allotted responsibility:

* + Used to complete the work in given TAT (Turnaround Time).
	+ Used to sit for monthly review with clients.
	+ Have a very good professional relationship with the Management Team.

**PERSONAL INFORMATION**

**Date of Birth:** 4th October, 1992

**Nationality:** Indian

**Marital Status:** Single

**Languages known:** English, Hindi, Punjabi & Marathi, **Hobbies:** Listening to music, painting, reading, and travelling.

**EDUCATION**

|  |  |  |  |
| --- | --- | --- | --- |
| **Degree** | **University** | **Year of passing** | **Percentage** |
| Bachelor’s Degree in Accounting & Finance | University of Mumbai | 2012-2013 | 78.5% |
| H.S.C | Pune Board Passed from CHM College, Ulhasnagar. | 2008 | 82.33% |
| S.S.C. | New Era High School,Ulhasnagar. | 2006 | 73.23% |
| PGDBFM | NMIMS University | 2017 | Pursing |

**TECHNICAL SKILLS**

Basic working knowledge of MS Office; well versed with Power point Presentation.

**ACHIEVEMENTS**

* Participated in I-ECON i.e.; International Economics Convention have represented the college in the year 2011-2012 and was awarded with the Best presentation award.

# International Economics Convention:

The Economics Convention is an event held by the Hyderabad (Sind) National Collegiate Board with the primary objective of inculcating academics and research skills at the undergraduate level. Each year the event is hosted by one of the colleges of the board. The Economics Convention started in the year 1993 by the HSNC board under the chairmanship of Dr. Ram Tarneja with the objective of bringing together intellectual minds to focus on issues facing the Indian Economy. The convention has teams not only from the city but also from abroad.

* Participated in M-CON i.e. Management Convention which was conducted in- house and won as a Runner-up and was awarded with a Silver medal during the academic year 2011-2012.

# Management Convention:

The Management Convention is an event conducted in-house; Management in all business and organizational activities is the act of coordinating the efforts of people to accomplish desired goals and objectives using available resources. Management comprises planning, organizing, staffing, leading or directing, and controlling an organization or effort for the purpose of accomplishing a goal. Resourcing encompasses the deployment and manipulation of human resources, financial resources, technological resources, and natural resources and in this

convention we have focused more on Human Resources where we have discussed on human inventory, Recruitment & Selection, human Development and Modes of appraising the performance of the employees.

* Participated in Environmental Convention which was conducted in-house and have achieved 1st prize for the same during the academic year 2011-2012.

# Environmental Convention:

This is an initiative taken by our department to give a helpful hand towards the environment for Sustainable development and growth with a vision of having sustainable world for future generations. In this convention we have discussed on many issues related to environment mostly and also inter-relating with business activities.