

Curriculum Vitae

Employment Profile: -

Job Profile: - [1]

<u>The Organisation</u>	: Anand Niketan Bhadaj Campus
<u>Position Held</u>	: Admin
<u>Reporting To</u>	: Admin Head
<u>Tenure of Service</u>	: From April 2016

Job Responsibilities

- Providing Information to Parents about School Rules & Regulation.
- Attending their queries & updating information in our system.
- Maintaining G.R register & Fees Register.
- Various types of miscellaneous work which includes arrange new staff Interviews, parent meeting with Principal, all document filling Works, Bonafide Certificate and Leaving Certificate Inward Outward Register.
- Attending new admission inquiry.
- Online Attendance to SSA Gujarat Site.
- Adhar Dise entry to SSA Gujarat.

Job Profile: - [2]

<u>The Organisation</u>	: Rajkot Nagrik Coop Bank Ltd. (Multistate Scheduled Bank)
<u>Position Held</u>	: Clerk
<u>Reporting To</u>	: Officer in charge
<u>Tenure of Service</u>	: From April 2007 till March 2010

Job Responsibilities

- Attending Counter Customers.
- Providing information to customers about Bank products [Depository Accounts, Loans & Advances.
- Attending their queries and promoting new policies and products of the Bank.
- Counter Operations which includes all type of Account open/close, outward as well as inward Clearing process of all Zones of RBI, fund transfers including TT, MT, Cash vouchers, issuance of DDs and Banker's Cheque
- All transactions related with Term deposits
- Reconciliation of HO, Demand Draft etc.
- Maintaining records of Outward Bill for Collection and Inward too.
- Granting Overdraft against FDRs/Govt Securities.
- Maintaining/updating Security register as per requirement of Advance department
- Calling CC A/cs in respect of submission of stock statement/book debts.
- Visiting HNW customers in observation of officer for developing branch's business.
- Various types of miscellaneous work which includes petty cash vouchers, Chqbk issue, different types of charges, encoding of cheques, various types of standing instructions, loan's PDC etc.

Job Profile: - [3]

The Organisation : Quality Impression Commercial printing press
Position Held : Computer Operator
Tenure of Service : September 2003 – March 2007

Job Responsibilities

- All type of Office assistance which includes maintenance of accounts in Tally 4.5, preparing spreadsheet and help in correspondence by using MS Office.
- Help in designing the product to designing team
- Help to fix up the cost of new products
- Looking for timely Dispatch schedule to help the clients
- Maintaining Payment schedule

Personal Profile

Supriya Hemang D h e b a r

C 201 Earth Aroma, Near science city, S.P. Ring Road, Bhadaj Chowkdi Ahmedabad.

Mobile : 9408638601
Email : supriyadhebar@gmail.com
Date of Birth : 26th January 1982
Nationality : Hindu

Academic Profile

Title	Board/University	Year of passing
B. Com.	Mumbai	2005
H.S.C.	Mumbai	2000
S.S.C.	Mumbai	1998

Computer Proficiency

- Windows [ver. 95,98,2000]
- FoxPro Applications
- Ms Office [ver. 95,97,98,2000,xp]
- Tally [ver. 4.5,5]
- Internet Applications

Others : Traveling and reading

Languages: Marathi, Hindi, English, Gujarati

Supiya Hemang Dhebar