**CURRICULAM VITAE**

**Ms. Sandhya Sunil Tambe**

**Mobileno. :**8652464837

**Email-Id:**sandhyatambe91@gmail.com

**Objective:**

Secure a responsible career opportunity to fully utilize my training and skills,

while making a significant contribution to the success of the company.

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| **ACADEMIC QUALIFICATION:** |

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| **Course** | **Board / University** | **Year of Passing** | **Class** |
| **M.com (Accountancy)** | Mumbai | August - 2014 | Second class |
| **B.com(Banking &Insurance)** | Mumbai | March - 2012 | First Class |
| **H.S.C** | Maharashtra | Feb - 2009 | Second Class |
| **S.S.C.** | Maharashtra | March - 2007 | Second Class |

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| **WORK EXPERIENCE :** |

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| **Organization** | TATA Memorial Hospital (TMC Parel 7th Dec 2016-2020) |
| **Designation** | Administrative Assistant |
| **Responsibilities** | * Received Sample and maintain logistic work record as per norms. * Deal with indoor and outdoor patients’ quires. * Updates reports and data entry as per the requirement. * Administrative work documentation * Prepared Indents (monthly and annual). * Assisted workshops and conference program. * Any other work assigned by superiors from time to time. |

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| **COMPUTER & TYPING PROFICIENCY** |

* Computer Course in MS – CIT with MS – Office.
* Computer Course in Tally 7.2.
* English Typing.Speed 30 WPM.

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| **PERSONAL DETAILS** |

**Date of Birth :** 02nd July, 1991

**Address** : Flat No.408, Sanjay Society, Opp. AFAC High

School,Subhash Nager Chembur Mumbai – 400071.

**Languages Known :** English, Hindi & Marathi

**Nationality :** Indian

**Marital Status :** Single

**Hobbies :** Listening Music, cooking

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| **STRENGTH:** |

* Flexibility and Adaptability to work in any environment.
* Positive Attitude: Creating a positive work environment

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| **DECLARATION:** |

I hereby declare that information mentioned above is true to the best of my knowledge.

Place: Mumbai

Date: **Sandhya Sunil Tambe**