

RESUME

Sandhya V. Naik

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Contact No : 9420820605 / 7350583212.

CAREER OBJECTIVE

To work and grow in a challenging environment, where my acquired knowledge and skills would be best utilise to add value to the organisation and achieve success in my profession, which will help me to explore myself fully and realize my potential.

EDUCATIONAL QUALIFICATION

MASTER OF COMMERCE (DEGREE) with First Class from Goa University Panaji.

ACADEMIC QUALIFICATION

<u>Exam Passed</u>	<u>School/College</u>	<u>Month & Year</u>	<u>Grade/Class</u>	<u>Percentage</u>
S.S.C	Bhatikar Model English High School Margao - Goa	March 2000	2 nd Class	56.27%
H.S.S.C	Government Multipurpose Higher Secondary School Borda Margao	March 2002	2 nd Class	55.17%
B.COM	Rosary College of Commerce & Arts Navelim	March 2005	1 st Class	67.28%
M.COM	Goa university talegao, panaji Goa	April 2007	1 st Class	61.80%

- 1) H.S.S.C : Specialisation in Commerce
- 2) B.COM : Specialisation in Business Management
- 3) M.COM : Specialisation in Accounting and Finance.

Languages Known : English, Hindi, Konkani and Marathi.

Others : Knowledge of Computers (MS Word, MS Access, MS Excel, Internet Explorer, Outlook Express, PowerPoint, Adobe Photoshop, Tally 7.2).

PRACTICAL EXPERIENCE

- 1) Successfully Completed **Project report** on Marketing of milk and milk Products in Goa.

A case study in **Goa Dairy Co-operative society** situated in kurti Ponda – Goa and Siddarth milk and milk products Ltd situated in Kundiam Industrial estate, Ponda – Goa along with other brand competitors.

- 2) Completed 3 and ½ months on the **Job training** in Purchase Department of **MRF Ltd. Usgao – Ponda Goa.**

Responsibilities assigned

Conveyance of purchase order to the party.

Receiving Quotation from the party.

Sending Follow up order to the Head of Department.

Transferring day today data to the stores department.

Making entry of goods arrival.

Receiving purchase requisitions from other department.

Dispatching of purchase orders.

Keeping up date records of all departments.

- 3) Worked as an Accounts assistant for **M/S. G.G Sawal & Co.**

Accounts and tax Consultant, Malbhat Margao – Goa. (From June 2007 – June 2008).

Responsibilities assigned

Writing of Accounts Books.

Writing of purchase registered Vat.

Writing of sales registered Vat.

Preparing bank reconciliation statements.

Preparing monthly stock statements of Clients.

4) Presently working as Admin cum HR Administrator for **Goa Mouldcrafters Pvt. Ltd.** 100% Export Oriented Unit, a reputed Bombay based Manufacturing Company Situated in Margao industrial Estate. (From July 2008 to Till Date)

Responsibilities assigned

Handling of accounts.

Handling of Petty Cash.

Preparing cash and bank Vouchers.

Entering cash and bank vouchers.

Updating the Master roll, updating the Leave of Employees

Sending of e - mail to the clients / party.

Preparing Salary statements.

Issuing C Forms to the suppliers.

Deducting TDS on parties & payment of TDS.

Preparing Bank Reconciliation statements.

Looking after all correspondence work.

Checking of Sales bill, Purchase bills, Bank statement.

Preparing Export Documents as per Letter of Credit.

Knowledge of Imports and Export Documents.

Follow-up with party for payments, Letter of credit its amendments, confirmations etc.

Filing Quarterly TDS Returns.

Coordinate with the Department heads regarding the planning of manpower.

Allocate manpower to official work as per their capability.

Supervision of Plant and Machinery.

Keep track on the activities of stores, time – keeping and pantry.

Compliance of consultant's office requirements.

Ensure strict compliance of Safety Regulations at Site.

Maintain discipline at site.

Coordinate with department heads regarding the labour matters.

Planning the manpower according to the company requirement.

Ensure cleanliness and hygienic conditions at site.

To make the purchases according to company requirement and maintaining the register to handover the same.

Arrangements for the transportation, for travel, for Hotel Booking.

To do supervision over housekeeping.

To assign the duties to the office boys regarding the day – to day official work.

Arranging the interviews of candidates with department heads.

Reviewing the performance appraisals of the employees.

Responsible for the entire gate passes on which material goes out from the company premises.

Looking after all the accounts and administration work of **Gomes Green Acres Plantation.**

KEY STRENGTHS

Dedication to the responsibility undertaken

Can grasp the things quickly

Adjusting well according to the circumstances.

Treat all people respectfully and with care.

Consistently demonstrate concern and courtesy towards colleagues.

Am an absolute workaholic.

I have always set my priorities right and act accordingly, except in case of emergencies.

Remain calm in stressful circumstances.

Accept and improve upon mistakes without pointing fingers.

Maintain confidentiality with sensitive information.

HOBBIES : Travelling, talking, singing.

PERSONAL DETAILS

Name : Sandhya Vishant Naik

Date of Birth : 9th March 1984.

Address : H.no. 160, Kharebhat, Housing Board Gogal, Margao – Goa
403601

E- Mail : Sandhya.thakarkar@reddifmail.com

Gender : Female

Marital Status : Married

Contact No : 9420820605/ 7350583212.

REFERENCE

- 1) Mr. Sherwin Fernandes, Goa Mouldcrafters Pvt. Ltd, Plot No. 2, St. Jose de areal, Margao industrial Estate.

Declaration

I do hereby declare that the statements given are true to the best of my knowledge and belief.

Yours truly,

(Sandhya Vishant Naik.)