

SANJIVANI . D. GOVEKAR



Address

H no: 472, Near
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Chapora Mapusa Bardez
Goa
403509

DOB

22nd June 1987

Marital Status

Married

Contact no

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Passport No

S6818095

Nationality

Indian

CAREER OBJECTIVE

A motivated administrative & accounts professional seeking a position in challenging environment. Over 11 years experience successful providing administrative, secretarial & account support to operational department. Proficient in a range of computer applications. Well developed communication & customer service skills

PROFESSIONAL EXPERIENCE

PURCHASE EXECUTIVE Cum
ADMINISTRATION at Ritz Classic Bar
& Restaurants, Panjim
(August 2021 till date)

- ❖ Office Management.
- ❖ Handling Stock & Inventory.
- ❖ Secretarial support to Managers & Directors.
- ❖ Ordering and taking stock of office supplies.
- ❖ Finding ways to improve administrative processes.
- ❖ Maintaining day to day General administration works & Account Transactions in Inventory software
- ❖ Front Desk engagement including Vendor Management
- ❖ Inspection of outlets & Stocks
- ❖ Monitoring day to day office essentials , Housekeeping ,Pantry, new recruitment hiring process.
- ❖ Handling Vendor Management
- ❖ Handling Stock & Inventory audits
- ❖ Raising Invoices.

SENIOR ADMIN EXECUTIVE at Pals Royal
Inventures & Promoters Private Limited, Porvorim

(April 2021 – July 2021)

- ❖ Office Management.
- ❖ Handling Stock & Inventory.
- ❖ Raising invoice of sales .
- ❖ Handling packing department.

EDUCATION

BA (PSYCHOLOGY & TRAVEL & TOURISM)

Goa University 2008

HSSC (ARTS)

Goa Board -2005

SSC –Goa Board -2004

ADDITIONAL SKILLS

Diploma Office
management
Grade “A”

Diploma Tally Advance
Course ERP 0.9
Grade “A”

ACHIEVEMENTS

Outstanding Employee in
departmental procedures
2014-2015

LANGUAGES

English, Hindi Marathi
Konkani

INTEREST

Historical places &
Adventures

SKILLS

Patience
Accuracy
Flexibility
Teamwork
Problem solving
Strategic Planning
Time Management
Adept in Technology.
Verbal communication

- ❖ Maintaining challans & challans record in database.
- ❖ Handling attendance & maintaining salary of staff.
- ❖ Secretarial support to Managers & Directors.
- ❖ Ordering and taking stock of office supplies.
- ❖ Finding ways to improve administrative processes.
- Answering and directing phone calls to relevant staff.
- ❖ Develop and Maintain filing system.
- ❖ Maintaining accounts data.

SENIOR BUSINESS DEVELOPMENT

**EXECUTIVE at Extramarks Education India
Private Limited, Mapusa**

(Nov 2020- Dec 2020)

- ❖ Develop new business opportunities for potential clients.
- ❖ Responsibilities for planning, implementing.
- ❖ Managing growth of assigned business.
- ❖ Cold calling on data, lead generation, Conversion of leads.
- ❖ Responsible for sales & business development functions. Dealing with schools principals, coaching centre head, and tuitions. Maintaining customer relations.

**SENIOR ACCOUNT OFFICER at Aakash
Educational Service Limited, Panjim**

(Mar 2014- Jan 2020)

- ❖ Accounting on ERP, LMS & LMS, Sapphire Software & well versed
- ❖ Preparing of cash & Chq payment vouchers.
- ❖ Preparing Daily Collection report
- ❖ Maintaining petty cash.
- ❖ Bank Reconciliation.
- ❖ Maintaining day to day General administration works & transactions
- ❖ Keeping all Accounts related records in all software interacting with clients
- ❖ Handling inward outward correspondence
- ❖ Interacting with students and parents on routine basis clarifying the doubts of parents & student
- ❖ Managing fee structure & fee software of different courses.
- ❖ Handling assigned administrative responsibilities
- ❖ Handling Vendors queries, Preparing Invoices.
- ❖ Reporting to Managing Directors & Regional Directors

**ADMINISTRATION cum ACCOUNTANT at
Precision Dredging, Vasco Da Gama**

(Feb2010 to Feb2014)

- ❖Preparing of invoices, billing.
- ❖Accounting in Tally ERP 0.9.
- ❖Preparing of statements for VAT, Service Tax
- ❖Bank Reconciliation.
- ❖Preparing statement for Goods tax.
- ❖Preparing of payment vouchers.
- ❖Maintaining petty cash.
- ❖Maintaining day to day General administration works.
- ❖Transactions interacting with clients.
- ❖Handling inward outward correspondence.

**OFFICE ASSISTANT at Vasco Advocates
Association –Vasco Da Gama**

(Feb 2009 to Jan 2010)

- ❖Managing day to day operations.
- ❖Managing Files & Filing of documents.
- ❖Reporting to seniors.
- ❖Handling cash transaction.
- ❖Preparing Invoices.
- ❖Handling all bank related works & legal documents.

**MAJOR EXPRIENCE IN ADMINISTRATION &
ACCOUNTS**

- ❖To organize, arrange , Monitor , co-ordinate for Proper security & safety of company assets, housekeeping , transportation & other administrative facilities and ensure that all legalities completed while entering into any agreement for outsourcing any of the facilities
- ❖Review work & Work contracts
- ❖Handling complete infrastructure set up involving offices, Pantry Training & conference facilities.
- ❖Monitoring with .Environmental around the company keeping Healthy, clean & hygienic.
- ❖New joiner & exist formalities of the candidates & employees

- ❖ Observing attendance register of staff & other subordinates employees (housekeeping & Office boys)
- ❖ General reporting & monitoring the payments of all vendors
- ❖ Arrange Travel, Accommodation to directors & visitors of our company for business purpose.
- ❖ Supporting marketing team members
- ❖ Adhering to the generally accepted accounting practices while dealing with all the company financial accounting policies and system
- ❖ Keeping tracks of Revenue & expenses
- ❖ Verification of Inward & outward in stores, security & others
- ❖ Coordinating with auditors
- ❖ Looking after all office expenses, Advances, payments, joining & full & final settlement of employees.
- ❖ Reconciliation of all ledger on monthly basis

DECLARATION

I hereby declare that the above given information is true and correct

SANJIVANI.DEVENDRA.GOVEKAR