**CURRICULUM VITAE**

SHILPA .P. NAIK

**Contact no.**: 7798857315  **Email ID:** shilpanaik.naik12@gmail.com

**OBJECTIVE:**

Seeking a challenging and a rewarding career as office assistance, where my abilities and strengths are best utilized for the betterment of the company and my career growth.

**ACADEMIC QUALIFICATION:**

1. **B.COM**

Year of passing – **:** 1994

Area of specialization-- **:** Accounts

University **– :** Pune

Class secured – **:** Second

**II. H.S.C**

Year of passing-- **:** 1989

University – **:** Maharashtra state board

Class secured –  **:** Second

**III. S.S.C**

Year of passing--  **:** 1987

University – **:** Maharashtra state board

Class secured – **:** Second

**SOFTWARE SKILLS:**

Operating System : Window 98 **/** 2000 / XP/2007

Package : MS-Office, Excel, Tally 7**.**2

**AREA OF EXPERTISES:**

* + - * + Typing Marathi 40 w.p.m.
        + Typing English 50 w.p.m.
        + Office Administration effectively.
        + Effective communication skill.

**FUNCTIONAL EXPERIENCE:**

**1. KAWARE ICECREAMS PVT LTD.**

**Working Period** –**:** Jan 2001 to May 2005.

**Designations** **–:**  Office Asst.

**Company Profile** **--:** Company is in the field of manufacturing Ice creams. .

**Responsibilities** **--:** I was involved mainly in dealing with the office based activity.

* Work in Admin Department.
* Typing all official letters.
* Keeping records of billing and daily activity.
* Keeping monthly purchase records.
* Maintaining stock and sales transaction.
* Handling inquiry and query call of customer.

**2. MITTAL BROTHER’S PVT LTD.**

**Working Period –:**  July 2007 to 2014.

**Designations -:**  Junior Officer, E.D.P. / Legal Department

**Company Profile** **--:** Company is dealing in construction field. And sales and   
 purchase lands.

**Responsibilities** **--:** I was involved mainly in dealing with the office based activity.

* Handling office routine work related to administration.
* Typing all Marathi and English draft letters, as well as legal documents (Sale Deed, All type of Agreement, Print out on Stamp paper, Public Notice, Documents related to Civil matters) with page alignment.
* Maintain data in Microsoft Excel, scanning the documents and convert the document in PDF file and also in JPEG file if it is necessary.
* Maintaining records as per public notice.
* Handling problems and queries of customer’s as per senior’s instructions.
* Handling inquiry and query call of customer.
* Keeping monthly purchase records.
* Internet : Keep email data of plot holders / Flat holders an

transact them through email ID.

* Handling general office work.

**Salary Drawn : Rs. 16,000/- Per Month**

**3. GOEL GANGA DEVELOPERS (INDIA) PVT. LTD.**

**Working Period –:**  July 2014 to 21 November 2015

**Designations -:**  Typist cum Clerk in Legal Dept.

**Company Profile** **--:** Company is dealing in construction field. And sales and   
 purchase lands.

**Responsibilities** **--:** I am involved mainly in dealing with the office based activity.

* Handling office routine work related to administration.
* Typing all Marathi and English draft letters, as well as legal documents (Sale Deed, All type of Agreement, Print out on Stamp paper, Public Notice, Documents related to Civil matters) with page alignment.
* Maintain data in Microsoft Excel, scanning the documents and convert the document in PDF file and also in JPEG file if it is necessary.
* Prepare files document wise as per Senior’s instructions.
* Keeping monthly purchase records.
* Internet : Keep email data of plot holders / Flat holders an

transact them through email ID.

* Internet : E-registration, E-Stamp and E-Challan
* Handling general office work.

**[**

**Marathi Typing : In ShriLipi, Kruti Dev and MGShree Font Type.**

**Salary Drawn : Rs. 19,000/- Per Month**

**4. R. M. Group**

**Working Period –:**  10th December 2016 till the date .

**Designations -:**  Typist Cum Administrator -, Admin & Legal Dept.

**Company Profile** **--:** Company is dealing in construction field. And sales and   
 purchase lands, flats.

**Responsibilities** **--:** I was involved mainly in dealing with the office based activity.

* Handling office routine work related to administration.
* Typing all Marathi and English draft letters, as well as legal documents (Sale Deed, All type of Agreement, Print out on Stamp paper, Public Notice, Documents related to Civil matters) with page alignment.
* Maintain data in Microsoft Excel, scanning the documents and convert the document in PDF file and also in JPEG file if it is necessary.
* Handling problems and queries of customer’s as per senior’s instructions. And Payment follow up. Maintain Due balance sheet of flat holders.
* Prepared cost sheet and agreement for registration. Keeping records of dues related to flats.
* Internet : Keep email data of plot holders / Flat holders an

transact them through email ID. Updated phone nos.

* Handling general office work.- sending couriers, complaint letters, customers demand letters. Also sending letters related to bank loan in specific format and filing the same.
* Maintain Petty cash record. Day today transactions & vouchers. And cheques fill in slip books.

**Salary Drawn : Rs. 19,000/- Per Month**

**Competencies & Skills**

**Confident, smart worker, Co-operative, Good listener**

**Personal details:**

Name-: Smt. Shilpa Pramod Naik.

Residential Address-: C/o Mr. Mahadev Bhalekar, Bhalekar Building, Bunglow No. 4, 2nd floor, Tarde Colony, Hingne Khurd, Sinhgad Road, Pune- 411051.

Date of Birth-: 12 Dec 1971.

Gender **–:**  Female.

Language Known**-:** English, Hindi, and Marathi.

Nationality**-:** Indian.

Marital status-: Widow

I hereby confirm that the above mentioned information is true.

Place : Pune

Date : 28/06/2016

**SHILPA. NAIK**