

Sakshi Dinesh Rajapurkar

AREAS OF EXPERTISE

Financial administration

Office procedures

Typing & word-processing

Keyboard skills

Filing

Reception duties

Decision making

Raising credit notes

writing correspondence

Administration

MS Office applications

Business Administration

Office management

CAREER STATEMENT

"I feel that my greatest strengths are firstly my willingness to take responsibility for all the administrative duties within an office. Secondly my skill at working efficiently as part of a team, and forming solid personal bonds with other staff members, and thirdly my desire to work with existing management teams on any ad hoc tasks."

Sakshi Rajapurkar

PERSONAL SUMMARY

Experienced Senior Admin Executive with 13 years of administration experience. Demonstrated skills in managing records, responding to answer employee and providing operational support. Passionate about administrative work and keep office working environment healthy with work life balance for staff. A team leader, with a commitment to customer service, who possesses a long track record of working in various administrative roles, coupled with good PC skills and the ability to communicate confidently at all levels.

Currently, I am looking for a key support role, which provides plenty of variety, and where I will have responsibility for the administrative processes within the Office.

CAREER HISTORY

C.A. FIRM – CM SANE & COMPANY

OFFICE ADMINISTRATOR

May 2011- Nov 2024

Responsible for all the administrative processes within the Office, as well as providing general secretarial support to enable the smooth and effective running of the office.

Direct Responsibilities

- Accountable for managing all the administrative & official activities while maintaining the healthy work environment & discipline.
- Attend phone calls from clients understand their requirement and assign an experienced team member for quick and quality service to the client.
- Respond to clients queries in a timely manner
- Collection & recovery of fees as wells as keep tracking fees of clients.
- Maintaining suitable and sufficient office stationary levels.
- TDS working and timely TDS payment.
- Advance tax calculation and payment
- GST payment and basic knowledge of GST working.
- Income tax return filing of salaried and NRI clients.
- Establishing stationary requirements for the Office.
- Resourcing of candidates and appropriately advertising for and recruiting place-able staff.
- Managing staff attendance, payroll calculation, and settlement of employees and trainees
- Timely payment to staff towards reimbursements of expenses, salary and stipends to trainees
- Generate weekly reports on staff to share with relevant teams and partners
- Responsible to pay taxes on behalf of clients before due dates and accordingly reimbursed it from client.
- Updating databases with confidential and relevant information.
- Sourcing candidates C.V's from various job boards or other media sources.
- Ensuring that all information and documentation is compliant with guidelines of the Data Protection Act.
- Arranging interviews and confirming interviews by email.
- Coordinating and communicating activities for the Office, including all employee events.
- Basic knowledge of tally software.

REAL ESTATE – VICTORY BUILDERS & DEVELOPERS

RECEPTIONIST

July 2008-Mar-2009

PERSONAL SKILLS

Service orientated

Responsiveness

Leadership skills

Professional judgement

Problem solving

Super organized

Decision making

Energetic

Self-control

Excellent communicator

Tactful & articulate

Problem solving

Well organized

Influencing skills

PROFESSIONAL

Marathi, Hindi and
English Speaker
Swedish Known

PERSONAL DETAILS

Sakshi
Rajapurkar
Kumkum
Corner, Fl703,
Sec 26, vashi,
Navi Mumbai.
M: 7303694170
E:
sakshirajapurkar@gmail.com
Passport no: R7629566

KEY COMPETENCIES AND SKILLS

Administration

- Competent on all Microsoft Office program.
- Creating financial and statistical reports using spreadsheets.
- Comfortable working with numerical data.
- Taking prompt, decisive and corrective action to rectify any short comings.
- Able to use office equipment like copiers, fax's, scanners, printers, computers and office software.
- Financially astute with the ability to control budgets and expenditure.

Professional

- Analyzing problems by collecting data, establish facts, and drawing valid conclusions
- Aptitude in financial management, financial reports and analysis.
- Ability to spot issues and opportunities before others.
- Strong work ethic; self-starter; results orientated.
- Always challenging the status quo.
- Active team member with self-drive and motivation.
- Possessing knowledge of all relevant software & hotel management IT systems.

Personal

- Acting with the highest ethical standards, and always treating others fairly & with respect.
- A creative & innovative thinker.
- Having a practical approach to problem solving.

ACADEMIC QUALIFICATIONS

Mewar University , **2019 - 2022**
B.B.A(Hons) Business administrator.

Siemens – Kalwa Works , **2003-2004**
Electronics Trainee.

BOMBAY ITI-Mumbai **2001-2003**
Electronics Technician

College name- Social Service League Junior College **2000-2001**

Social Service League High School **1999 - 2001**

REFERENCES – Available on request.