**Resume**

**DEEPIKA. K. OTURKAR**

**Permanent Address**

Flat no. 204, Aditya Plaza, Shivane,

NDA Road, Pune – 411023.

Contact no. 8888889042

Email id: - [deepikasagalave@gmail.com](mailto:deepikasagalave@gmail.com)

Birth Date: - 24th August 1987

Marital Status: - Married

# CAREER OBJECTIVE

Seeking challenging position in fast paced professional organization where I will be able to utilize my experience & skills in achieving organizational goals & enhancing overall efficiency of, & thereby contribute towards business excellence and professional growth.

**SUMMARY OF SKILLS**

# Microsoft Word, Excel, Outlook, PowerPoint,

Database management, Communication, Cognitive flexibility, People management skills

Professionalism, Self-learning approach, Good Interpersonal skills,

**EDUCATIONAL DETAILS**

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| --- | --- | --- | --- | --- | --- |
| **Sr. No.** | **Examination** | **Board /**  **University** | **% Marks**  **Obtained** | **Class** | **Year of Passing** |
| 1 | M.Com | Pune University | 55.00% | Second Class | 2009-10 |
| 2 | B.com | Pune University | 63.25% | First Class | 2007-08 |
| 3 | H.S.C | Maharashtra  State Board | 76.17% | Distinction | 2004-05 |
| 4 | S.S.C. | Maharashtra  State Board | 57.20% | Higher  Second Class | 2002-03 |

# Pursuing Post Graduation Diploma in HUMAN RESOURCE MANAGEMENT from SYMBIOSIS CENTER FOR DISTANCE LEARNING (SCDL Pune)

* Certification Course of DIPLOMA in Accounts and taxation, with

**‘’THE ACADEMY OFACCOUNTING PROFESSIONAL”**

**Advanced Practical Accounts: -**

* Passing various types of entries.
* (Service, Trading & Manufacturing organizations)
* Basic till Finalization stage of accounts.
* BRS, MIS Reports
* **Financial Accounting Software: -** Tally ERP 9
* **Taxation: -**VAT/CST, TDS, Service Tax, Central Excise, Return Filling & Accounting for all taxes.
* Certification Course of M.S.C.I.T. (Computer) Exam. & Secured 76% Marks.

# WORK EXPERIENCE

**TOLL TECHNOLOGY CENTER**

Australian MNC - Symphony IT Park - April 2019 to March 2021

***Administration Executive***

* Produce and distribute correspondence memos, letters, faxes and forms.
* Assisting to HR team in employee engagement activities conducted monthly & annually like birthday celebration, annual event, etc.
* Issuing temporary ID cards and Meal pass to employees, ensuring smooth functioning on the floor.
* Retaining the information of employees in excel & manually, providing the same to HR team as required.
* Prepare & issuing temporary ID card for facility staff & vendor partner employees.
* Maintain supplies inventory by checking stock to determine inventory level anticipating needed supplies, placing and expediting orders for supplies, verifying receipt of supplies.
* Courier management, Stationery management, Cafeteria management.
* Arranging a gate pass for vendor & visitors by sending email to security gate.
* Maintaining computer and manual filing systems of all the invoices same coordinating with accounts department.
* Oversee and supervise the work of junior staff.

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**IGEMA INDIA PVT LTD**

German MNC engaged in manufacturing of Level Gauges - August 2018 to April 2019

***HR Admin & Accounts Executive***

# Worked on TALLY ERP 9, ARIBA, and ABAS software.

# Documentation for Bank Guarantee process.

# Updating daily Import Export reports & Invoices in excel.

* Correspondence with clients for online & manual vendor registration process.
* Communicating with managers situated worldwide like Germany, USA, coordinating them for related documents required for company vendor registration process submitting to clients for approval.
* Preparing GST monthly returns, maintaining Import Export data.
* All other admin activities include coordinating with Tax consultant & Vendors.
* Petty cash management.
* Communicating with the candidates, scheduling & conducting the interviews, Joining formalities, Bank account opening process, & retaining the data of important documents & candidate’s documents.

**RAVETKAR GROUP**

Construction Company - April 2014 to Feb 2018

# *Sr. Admin & Accounts executive*

* Generating Purchase Orders, Checking MRN, and MIN daily basis.
* Generating demand Letters & payment follow-ups.
* Maintaining correspondence & files of customers.
* Research potential vendors & Compare and evaluate offers from suppliers.
* Negotiate contract terms of agreement and pricing.
* Enter order details (e.g. vendors, quantities, prices) into internal databases
* Maintain updated records of purchased products, delivery information and invoices. Prepare reports on purchases, including cost analysis.
* Monitor stock levels and place orders as needed.
* Coordinated with suppliers to ensure that goods are delivered on-time
* Coordinating with Senior Engineers & Supervisors on site for weekly schedules.
* Maintaining all Material Purchase Files project wise.

**Interest & Hobbies**

Likes Cooking, participated in various school & college dance activities, opted for French language in college for 2 years.

**Declaration**

I hereby declare that the information given above is true to the best of my Knowledge & belief. I request you to consider my application sympathetically and offer me an opportunity, to avail a job in your esteemed organization. I assure you I will prove myself as an asset to your institute waiting for your favorable reply.

Yours Faithfully,

**Deepika Oturkar**

Place: - Pune