

Resume

Sarika Manoj randhir.

Email ID : sarikabamnelkar@gmail.com

Contact no : 7878221878

74, Vishnu nagar society,

Opp. Baroda high school,

Danteshwar Vadodara- 390004.

➤ **Object :**

To work with Organization that gives me opportunity to rise my career and explore my creativity as professional. Possessing good communication and inter personal skills. Seeking a suitable position where I can apply this skill.

➤ **Education :**

B.com

Class	Year	School / University	Percentage %
S.S.C	2008	Vidya Vihar	62 %
H.S.C	2010	I.P.C.L School	70 %
B.Com	2013	M.S University	54 %

➤ **Computers :**

- Proficiency in M.S office Application (Excel, Word, Power point)
- **Internet & Email**
- **Tally ERP 9**

➤ **Experience :**

- Worked in **SERCO BPO (SBI Process)** as CSE for 6 months. (may 2015 to October 2015)
Responsibility:- Managing a team of representatives offering customer support.
Overseeing the customer service process.
Resolving customer complaints brought to your attention. Monitoring the work of individual representatives and of the team.
- Worked in **Microtek Research & Analytical Lab** as office Assistant and Accountant for 6 months. (December 2015 to June 2016)
Responsibility:- Organize office and assist associates in ways that optimize procedures
Sort and distribute communications in a timely manner
Create and update records ensuring accuracy and validity of information
Schedule and plan meetings and appointments
Monitor level of supplies and handle shortages
Resolve office-related malfunctions and respond to requests or issues
Coordinate with other departments to ensure compliance with established policies
Maintain trusting relationships with suppliers, customers and colleagues
Perform receptionist duties when needed
Manage all accounting transactions
Prepare budget forecasts
Publish financial statements in time
Handle monthly, quarterly and annual closings
Reconcile accounts payable and receivable
Ensure timely bank payments
Compute taxes and prepare tax returns
Manage balance sheets and profit/loss statements
Tally ERP, file documentation, salary counting
- Worked in **ENCIRCLE Export India Pvt .LTD** in as back office executive for 6 years. (June 2016 to December 2019)

Responsibility:- Performing market research.

Gathering and processing research data.

Data analysis & Outsourcing, data entry work.

- Worked in **PavanTanay Industries** as accountant & Tally operator for 6 months. (January 2020 to June 2020)

Responsibility :- Preparing, organizing and storing information in paper and digital form

Dealing with queries on the phone and by email

Greeting visitors at reception

Managing diaries, scheduling meetings Typing up letters and reports

Updating computer records using a database

File documentation

Maintaining accounting records, making copies, filing documents, etc.

Salary counting

- Worked in **Actide international** as HR recruiter 24 March 2022 to Sep 2022.

Responsibility:- Design and update job descriptions

Source potential candidates from various online channels (e.g. social media and professional platforms like Stack Overflow and Behance)

Craft recruiting emails to attract passive candidates

Screen incoming resumes and application forms

Interview candidates (via phone, video and in-person)

Prepare and distribute assignments and numerical, language and logical reasoning tests

Advertise job openings on company's careers page, social media, job boards and internally

Provide shortlists of qualified candidates to hiring managers

Send job offer emails and answer queries about compensation and benefits

Monitor key HR metrics, including time-to-fill, time-to-hire and source of hire

Participate in job fairs and host in-house recruitment events

Collaborate with managers to identify future hiring needs

Act as a consultant to new hires and help them onboard.

- Currently Working with Frigate Automotives Pvt Ltd as an accountant and also handling Billing and Insurance Department from Oct-2022.

➤ **Languages :**

- Gujarati, Hindi, Marathi, English

➤ **Personal Details :**

Date of Birth : 11th June 1993

Age : 28Years

Marital Status: Married

Nationality : Indian

Sex : Female

(Sarika Randhir)