

RESUME

OBJECTIVE:

To work efficiently and effectively as well as grow with a prestigious/startup organization in field of **Administration, Front Office, Back Office, Data Entry Operator, Cashier, Receptionist, Billing/Invoicing Executive, HR Recruitment/Executive, Freelancer, Work from Home & Partly Accounts** so as to achieve self-realization and accomplishment of organizational goals.

PERSONAL SKILLS:

1. Comprehensive problem Solving Abilities
2. Good Communication Skills, Hard worker
3. Willingness to learn and grow.

EDUCATIONAL QUALIFICATION:

B.Com Graduation in 2007

Vidya Vahini 1st Grade College (Bangalore University) and Secured 72 % marks.

ADDITIONAL SKILLS:

- Packages Known : M.S. Office, M.S. Excel, M.S. Powerpoint, M.S. Outlook
- Learnt Tally 7.2 & 9.0 version.
- Browsing Internet.

1. WORK EXPERIENCE: 10th April 2008 to 31st May 2009

Role: Account Assistant

Organizations: Sanjay Steel Syndicate & Sandeep Enterprises – (Dealers in Iron and Steel)

Job Responsibilities:

- Processing of Bills, Preparation of Tax Invoices, Entry of Receipts and Payments vouchers, Cash vouchers and Journals in Tally, Monthly Checking of purchase & Sales Register.
- Assisting in follow-up of payments, Receiving and placing an order.
- Maintaining Bank Book, Bank Reconciliation statements
- Routine data entries in excel sheet, Handling petty cash Maintaining records & files and a bit of administration work& HR Work, maintaining attendance register, preparing daily stock report, Handling incoming & outgoing calls.
- Knowledge of VAT, Accounts Receivables, Account payables.
- Knowledge of Trading & Profit & Loss A/c.

2. WORK EXPERIENCE: 1st August 2011 to 31st January 2012

Role: Cashier

Organization: Online Print Shop

Job Responsibilities:

- Preparing Computerized Billing.
- Ensure pricing is accurate.
- Issue Receipts, Refunds, Change.
- Collecting payments from customers by Cash & Card.
- Resolving Customer Queries, Complaints, guide them and provide relevant information.
- Greet customers when entering or leaving the store.
- Maintain clean and tidy checkout areas.
- Attending Incoming & Outgoing calls.
- Maintaining Petty Cash.
- Partly Handling HR work.

3. WORK EXPERIENCE: 1st Feb 2012 to 31st Jan 2014

Role: Admin Officer

Company: DeepRoot Linux Pvt. Ltd.

Job Responsibilities:

- Handling Reception – Attending incoming calls / outgoing calls.
- Handling partly accounts – Payments follow ups, Purchases & Sales.
- Managing Maid / Cook, their timings, Opening New Bank Accounts of the Employees.
- Maintain Attendance & Leave Records of all the Employees.
- Maintain petty cash & routine data entries in excel sheet.
- General office Administration – Filing records.
- Calculating salary of employees.
- Maintaining office Stationeries, Tracking courier.
- Entering routine Accounts in a Gnucash Accounting Software
- Maintaining & Updating Phone Diary.
- Managing vendor payments.

4. WORK EXPERIENCE: 11th Feb 2014 to 31st Oct 2014

Role: Admin & Receptionist

Organization / Company: Group of Companies

1. Arshan Building Products Pvt. Ltd. - Manufacturers of Aerated Autoclaved Concrete or Cement Blocks (Light Weight).
2. Ferrocement Advance Constructions - Specialized in Industrialized Building Systems of pre-cast pre-tension buildings and structures & Developmental services
3. Indo-Iran Chamber of Commerce & Industry – A NGO was established in 2014, largely to Promote Business and Commerce & Bilateral Trade between India & Iran

Job Responsibilities:

- Attending Incoming & Outgoing calls & transferring the same to the concerned department.
- Routine Phone Diary Update.
- Managing Documents Filing.
- Maintaining Office Stationeries,
- Handling & Tracking Couriers, Parcels.
- Sending & Receiving Emails.
- Handling Petty Cash, Payment Vouchers.
- Arranging Cheque Payments for Vendors.
- Managing Office Boy.
- Greeting Visitors, Guests & making them feel comfortable.
- Managing Appointments, arranging meetings for the Clients.
- Maintaining Cleanliness & Tidy over the Reception Area & Conference Room.
- Maintaining the contact details of Clients in an Excel Sheet.
- Following up for the Payments from the Clients / Vendors.
- Acting as a Guide to the Visitors.
- Booking the Air Tickets, Hotel Rooms, Etc.
- Handling Visitors Register Book.
- Handling Staffs Attendance Register Book.

5. WORK EXPERIENCE: 1st Jan 2015 to till the date

Role: Talent Acquisition Officer

Company: Streamsource Services

Job Responsibilities:

- Handling all Non-IT Recruitment activities.
- Coordinating with the clients on requirements, job description etc.

- Talent Acquisition.
- Sourcing & Screening the profiles.
- Interview scheduling.
- Preparing & modifying the candidates resumes in a proper format
- Follow up on the candidates joining.
- Managing calls, Mass Mailing, Posting Ads.
- Worked on different job portals such as Naukri, Times Jobs, Shine.com, Indeed, Quikr, Click.in, Clickindia, OLX, Monsterindia

PERSONAL DETAILS:

Name : R. Pinky Sinha

Address : No.77, Ground Floor, 4th Main, 4th Cross,
Vasanthappa Block, Ganganagar,
R.T. Nagar Post,
Bangalore - 560 032

Email-ID : pinkysinha64@yahoo.com / pinkysinha65@gmail.com

Father's Name : Raju Sinha

Gender : Female

Marital Status : Unmarried

Nationality : Indian

Hobbies : Listening to Music, Reading Books, Cooking etc.

Languages Known : English, Hindi and Kannada

Phone No : 9743105841 / 9986875193

Date of Birth : 14-10-1984

Notice Period : Immediate

DECLARATION:

I hereby declare that the above mentioned information is correct up to my knowledge and I bear the responsibility for the correctness of the above mentioned particulars.

Place: Bangalore
Date: 30.08.2019

Yours Sincerely,
(Pinky Sinha)

