

**SONICA ROHAN KAGINKAR**

Add: B401, Solitaire CHS,  
Sanman Singh Road, Bhandup  
West, Mumbai - 400078

**Objective:** To work for an organization Where my professional skill and abilities are recognized, so that my knowledge and skills can enable professional Growth.

Date of Birth : 31<sup>st</sup> May 1991  
Contact No : 7738643165  
Email ID : [hatkarsonica31@gmail.com](mailto:hatkarsonica31@gmail.com)  
Nationality : Indian  
Religion : Hindu  
Marital Status : Married  
Hobbies : Travelling, Cooking, and Communicating with People  
Languages Know : English, Hindi, Marathi

**Academic Qualification:**

- **Graduation In Commerce** From Mumbai University

**Computer Qualification:**

- Tally 7.2
- ERP 9
- Tax

**Employment History:****Samankalyan Sahakari Patpedhi (Jan 2025 to Till Date)**

- Use of Smart Bank (oracle software) for banking related activities like account open/deposit/withdrawal/RD etc.
- Customer facing activities for all types of account opening, handling transactions and update information etc.
- Handle customer account related issues
- Handling customer's all types of loan accounts, follow ups etc.

### **Sai Hospitality Services (B.A.R.C) (2017-2022)**

- Handling Purchase and Accounting Department
- Corresponding to Business Transaction on A daily Basis.
- Entering all data entries of sales, purchase and cash entries and reporting monthly to managing partners
- Documentation of all invoices periodically and also managing other administrative work.

### **Kjeet Steel Industries (2015-2017)**

- Handling Purchase and accounting department.
- Corresponding to business transactions on a daily basis.
- Preparation of final accounts from ERP with inventory.
- Entering and maintain all sales and purchase data into the system.
- Managing all sort of administration work and maintaining the data
- Kjeet Best Employee – Accounting and finance

### **Arun & Associates (2014-2015)**

- Corresponding to business Transactions on a daily Basis
- Managing All Sort of administration work and maintaining the data.

### **Personal insights**

- ❖ Member Of Heroes social Association ,a social organization for poor and under privileged children in Bandra ,Mumbai
- ❖ Objective to make a career in an organization offering continuous learning, Motivating and rewarding atmosphere to achieve personal and organizational growth objectives.

**Date:**

**Sonica R. Kaginkar**