

RESUME

SUSHANTI M. PARANJAPE

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Career Objectives : Seeking assignments in Secretarial & Administrative Assistance in Marketing / Accounts / Finance / Operations Management with organization in Manufacturing / Banking sector etc.

EXPERIENCE

1) Company : ALLIANCE ENGINEERING COMPANY, Dadar, Mumbai

Designation : **Steno-secretary**

Job Profile :

- Quotation submission and follow up
- Order booking and placement of indent with factory, follow up regarding execution, drawing approval, proforma invoice for advance payment, bank guarantees etc.
- Placing orders with Vendors and follow up
- Export documentation
- All other work as per instructions from Superiors such as Email, filling, communication with clients by emails and phone calls etc.

Experience : From 16th Aug. 2000 till date

2) Company : S.M. PRADHAN & COMPANY (C.A.)

Designation : **Steno cum Accounts Assistant**

Job Profile :

- Tabulation of P & L A/c, Balance Sheet and other accounts related statements
- Helping in finalization of books
- Helping in Audit verification of books of accounts

Experience : 2 years (1998-2000)

3) Company : Maharashtra Glass & Agro Ltd., Pune

Designation : **Steno-typist**

- Job Profile :
- All internal and external correspondence
- Payment follow up
- Accounts related report preparation
- All other work as per instructions from superiors

Experience : 1 year (1995-96)

ACADEMIC QUALIFICATIONS

EXAMINATION	YEAR	BOARD / UNIVERSITY	PERCENTAGE
B.COM	1994-95	PUNE	73%
H.S.C.	1991-92	PUNE	73%
S.S.C	1989-90	PUNE	70%

Additional Qualifications :

Typing : GCC exam 50 wpm

Short Hand English : GCC exam 100 wpm

Computer knowledge : MS office course (MS Word, Excel, Power point etc.

Passed Diploma in Marketing Management from Mulund college of Commerce

PERSONAL DETAILS :

Date of Birth : 17.11.1974

Gender : Female

Marital Status : Married

Language known : Marathi, Hindi & English