

Curriculum Vitae

POOJA SANJAY MORE

Room no 14, Abdul Shaban Chawl ,
Islampura, Kurar Village,
Malad – East. Mumbai – 400 097.
Ph.No.: 7506431143
Email : poojamore1928@gmail.com

OBJECTIVES

Seeking an opportunity to utilize my skills and abilities in organization that offers professional growth and provide scope to update skills in accordance with latest Technology & innovative business practices.

PERSONAL SKILLS

Able to handle multiple tasks simultaneously, comprehensive problem solving abilities, ability to deal with people diplomatically, willingness to learn, motivated, goal – oriented, ready to accept challenges, quickly absorb and retain new information and process.

EDUCATIONAL QUALIFICATION

Examination	Year	Grade	Board/University
T. Y. B. Com	2017	II Grade	Mumbai University
H.S.C.	2014	II Grade	Maharashtra Board
S.S.C.	2012	I Grade	Maharashtra Board

ADDITIONAL QUALIFICATION

- MS-CIT
- MS-Word
- MS-Excel
- Internet
- Tally 9.0

PERSONAL INFORMATION

DOB : 19th December 1996
Marital Status : Single
Nationality : Indian
Hobbies : Listen music, Watching Movies, Dancing.
Strength : Good Communication, Quick Learner, Good Listener
Language Known : English, Hindi and Marathi

ORGANISATIONAL WORK EXPERIENCE

- Currently employed with **Harbour Press International**. as **Administrator**,
(since 3rd July, 2017, - till Date.)

1. Job Responsibilities:

- Organise and schedule meeting & appointments.
- Maintain contact lists.
- Produce and distribute correspondence memos, letters, faxes & forms.
- Develop and maintain filing system.
- Submit and reconcile expenses report.
- Salary calculation of employee & Sales Executive.
- Provide general support to visitors.
- Provide information by answering questions and requests.
- Generate reports.
- Handle multiple projects.
- Prepare author/editor's invoices.
- Develop administrative staff by providing information.
- Contribute to team effort by accomplishing related result as needed.
- Carry out administrative duties such as filing, typing, copying, scanning etc.
- Write letters and emails on behalf of other staff.
- Cover the reception desk when required.
- Maintain computer and manual filing system.
- Handle sensitive information in a confidential manner.
- Take accurate minutes of meeting.
- Coordinate office procedure.
- Reply on email, telephone or face to face enquiries.
- Develop and update administrative system to make them more efficient.
- Resolve administrative problem.
- Receive, sort and distribute the mail.
- Answer telephone calls and pass them on.
- Manage staff appointment.
- Oversee and supervise the work of junior staff.
- Maintain up to date employee holiday records.
- Coordinate repairs to office equipment.
- Greet and assist visitor to the office.
- Photocopy and print out documents on behalf of other colleagues.

2. Daily Work

- Petty Cash – (Handling cash transactions, Voucher Preparation).
- Couriers follow up with tracking and main ting register and excel.
- Attendance record of employee Register and Excel.
- Stationery record in register and excel.
- Mail to senior of Daily worksheets of other colleagues.

➤ OTHER WORK EXPERIENCE

Worked With **M/s Mehta & Co.** as a **Admin Assistant** (16th November, 2016 to 1st July 2017)

Work Profile:

- Sale Billing - (Mailing, Sale Order, Invoice & E- Way Biil)
- Petty Cash – (Handling cash transactions, Voucher Preparation & Accounting Entries in busy & Tally software.
- Bank Payment – (Voucher preparation, Accounting entries, Pending bills follow up)

The facts furnished above are true & best of my knowledge & behalf. The resume has prepared, designed and dedicated by myself.

Date : / /2020

Place : MUMBAI

(Pooja S. More)