**RESUME**

SONI TEJAS MANE

C-105, Laxmi Ashirwad, Sec-25, Plot no-23,

Kamothe, near Khandeshwar Railway Station.

Navi Mumbai- 410206.

Date of Birth: 08/06/1995

Email: [soninayak1995@gmal.com](mailto:soninayak1995@gmal.com)

Contact no: +917738832018, +917021517841.

* CAREER OBJECTIVES

To succeed in an environment of growth and excellence. To earn a job which provides me job satisfaction and self-development and help me achieve personal as well as organizations goals. To seek challenging assignments and responsibility for growth and career advancement as successful achievement.

* KEY FEATURES

Excellent in Costing and Excel.

* PERSONAL SKILLS AND STRENGTHS

Positive attitude, believe in hard work, always ready to accept challenges, good organizer, self-confident, like to work with efficient team.

* ACADEMIC QUALIFICATION

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| --- | --- | --- | --- |
| **QUALIFICATION** | **BOARD/UNIVERSITY** | **PASS OUT YEAR** | **PERCENTAGE** |
| SSC | MAHARASHTRA BOARD | MARCH 2010 | 75.09 |
| HSC | MAHARASHTRA BOARD | FEB 2012 | 68.33 |
| TY.B.COM | MUMBAI UNIVERSITY | MARCH 2015 | 76.51 |
| ICWA | PURSUING |  |  |

* EXPERINCE

**IIFL ltd :**

6 months experience as MIS Executive.

**Profile Work** : Creating MIS report on weekly, monthly basis as per requirement received from sales department.

**Sharon Bio Medicine Ltd :** 15/06/2017-14/02/2020

1 Year experience as a Costing Trainee.

1 Year and 8 Months as a Junior Officer (Costing) .

**Profile Work** :

* Maintaining Inward and Outward Register
* Updating and checking Batch Costing(API and Formulation)
* Stock Valuation, Overheads and MIS on monthly basis
* Rate calculation of a product
* Cumulative Stock Valuation, Overheads and MIS on yearly basis.
* Basic work of Budget, Cost Audit and Expenses.
* Rates checking through ERP.
* Rate Variance Analysis.
* PERSONAL DETAILS

**Current address :** C-105, Laxmi Ashirwad, Sec-25, Plot no-23, Kamothe, Navi Mumbai (410206).

**Mobile no :** +917738832018, +917021517841

**Email id :** [**soninayak1995@gmail.com**](mailto:soninayak1995@gmail.com)

**Gender :** Female

**Nationality :** Indian

**Languages known :** Hindi, Marathi, English.

* DECLARATION

I hereby declare that the information furnished above is true to the best of my knowledge.