**RESUME**

**KAVITA S.PATIL**

**8850426109**

**Email ID - Patilkavita\_1s@rediffmail.com**

**CAREER OBJECTIVE:-**

Awaiting such a challenging assignment where I can apply my current skills for growth of organization and career development.

**EDUCATION QUAALIFICATION:**

MARCH- 2006 : Bachelor of Science (MATHEMATICS)

Ramnarian Ruia College Matunga, Mumbai from Mumbai University

FEB-2003 : H.S.C

C.K.T College, New Panvel from Mumbai University

MAR-2001 : S.S.C

K.V.Kanya School, Panvel Dist-Raigad from Mumbai University

**Additional Qualification :**

**Computer course is completed from NIIT Panvel.**

* **BASIC in Computer-MS-Word, MS-Excel, MS-PowerPoint, Internet.**
* **Tally ERP.9**

**SPECIALIZATION** : **-**

**MATHEMATICS**

**EXPERIENCE** : - **7 Years 3 Months**

**EXPERIENCE DETAILS:**

1. **Previous Company:**

**Juliet Industries Ltd.(Taloja):**

One of the leading garment industries having ISO certification.

Mfg. Elastic Strut in making Bra & Panties & Embroidery on Fabrics

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| **WORKING EXPERIENCE:** |

**Designation: - ADMINISTRATIVE ASSISTANT CUM PURCHASE ASSISTANT.**

Working as part of team & supporting the office manager. Responsible for the day-to-day tasks & administrative duties of the office including covering the reception area.

**Duties:**

* Typing Documents & disturbing memos.
* Supervising the work of office juniors and assigning work for them.
* Faxing, printing, photocopying, filing and scanning notes and other documents
* Handling Petty cash expenses
* Circulating documents via post and email.
* Monitoring inventory, office stock and ordering supplies as necessary.
* Raising Purchase Order.
* Maintaining Purchase Order Book.
* Making Good received Note & Goods Issue Note.
* Finalizing all the Purchase Bill.
* Handling inbound calls regarding orders.
* Keeping proper records for sales order file.
* Entering the all productions of products.
* Giving the barcodes of the products.
* Handling stock & Making Delivery challans.
* Dispatching the material as per instructions from team head with proper balance of delivery scheduled.
* Finalizing the documentations.
* Making Invoice bills against each bill.
* Giving follow up for outstanding payment, 15 days report & maintaining files towards sales order.
* Arranging the payments of staff salaries through the computerized payroll system.

1. **Current Company**

**SSK ENTERPRISES (KAMOTHE):**

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| **WORKING EXPERIENCE:** |

**Designation: - BACK OFFICE EXECUTIVE.**

**Duties:**

* Controlling back office, preparing daily reports, updating back office manager, all day to day activities, controlling & tracking all documents & keeping logs of all data.
* Responsible for all aspects of the day to day running of the filling, copying, report, writing & invoicing jobs.
* Responsible to handle the telephone enquiries.
* Make daily work plan of seniors with proper timing.
* Manage the documents in proper way.
* Handle all the other responsibilities related to job.
* Preparing vouchers & bills.
* Inventory control of stationery.
* Maintaining records of petty cash.
* Handling inward & outward dispatch of courier.

**PERSONAL DETAILS:**

**NAME** : - Patil Kavita Shaneshwar

**MOBILE NO.**  : - 8850426109

**NATIONALITY** : - Indian.

**LAGUAGES KNOWN** :-English, Hindi, Marathi

**MARITAL STATUS** :- Unmarried.

**RELIGION** :-Hindu.

The above information is true to best of my knowledge & belief

(Kavita S. Patil)