

## Sakshi Pandya

Address:-

Gandhinagar

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### Objective

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To work for an organization that offers professional work environment, an opportunity for fast advancement to a position of responsibility and which also imparts training those results in value addition to the organization.

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### Education

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- Higher secondary from Rajasthan Board of education in 2007.
- B.COM. From Mohanlal Sukhadia University Udaipur in 2010.
- M.COM. From Mohanlal Sukhadia University Udaipur in 2012.
- B.ED. From Mohanlal Sukhadia University Udaipur in 2013.

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### Personal Qualities

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- Ability to give the best Result in Pressure Situations.
- Ability to work in group as well as in team.
- Able to prioritise important tasks above general tasks.

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### Additional Information

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#### ***-Technical/Vocational Skills and Qualifications:-***

- Certified in All India Computer literacy program in 2007.
- Certified in Tally Financial Accounting program in 2009.
- Good in organizing the preparation to periodic financial report.

#### ***Additional Language Skills :***

- Hindi, English

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## **Professional Experience**

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### ***1.Kresko Project Pvt.Ltd:-***

Designation-

-Back Office Sales:

Job Description:

- Preparing the plan According to the client needs.
- Prepared contracts, productivity reports, proposals and letters.
- Discuss with the Client and provide information about Product.
- Issue Solving Of Client.
- Ensured that meetings and related functions were executed to exceed the client's expectations.
- Providing the highest level of customer service to the company's clientele with timely responses on all inquiries.
- Answered calls for Sales, logged messages and/or transferred calls to the appropriate person in an efficient manner. Participated in the new product development process to provide insight from the sales standpoint into product design and pricing.
- Ensuring that work should be done on time.
- Data Entry Work and Maintain Records.

### ***2.VS Agarwal &Associates AS well AS Vodafone Corporate:***

Designation-

-Auditor Executive As well as Tax Associates:

Job Description:

- Assigning entries to proper Accounts.
  - Using Accounting Tools whenever necessary.
  - Handling Ledger Accounts And keeping the check for any invoices or payments.
  - Processing accounting transactions.
  - Maintaining records of payment information.
  - Preparing Audit analysis In Internal and External Various Accounting.
  - Performed analysis on various projects and advised the companies in the selection of the best.
  - Responsible for maintaining accounting ledgers and performed account Reconciliation.
- Reviewed financial records, income statements and expenditures to determine appropriate forms needed to complete tax returns

### **3. Techno9 Industrial Engineering Pvt.Ltd.:**

Designation-

- Purchase Assistant

Job Description:

- Communicated and Coordinated with accounting department on supplier's payment matters & Invoicing.
- Handled various projects including bulk purchasing.
- Ensured Stock inventory levels were maintained to adequately meet operation needs at warehouses and reconciled stock movement.
- Managed suppliers monthly payments.
- Invoiced customers,Negotiated prices,mail,and photocopied documents for service coordinators.
- Monitored and coordinated deliveries of items between suppliers to ensure that all items are delivered to site /store on time.
- Raising d processed purchase orders and documents.
- Maintained complete updated Purchasing data and priced in the system.
- Provide administrative support to the purchase department.
- Track the status of products submitted and maintain reports.
- Established relationship with new vendors; maintained and built upon existing vendor relationships.
- Confirmed day-to-day purchase orders. Prepared daily Material Demand reports and open Purchase Order reports.

### **4. Akvalo Instruments Pvt. Ltd.:**

Designation-

- Purchase Assistant

Job Description:

- Communicated and Coordinated with accounting department on supplier's payment matters & Invoicing.
- Handled various projects including Raw material purchasing.
- Ensured Stock inventory levels were maintained to adequately meet operation needs at warehouses and reconciled stock movement.
- Managed suppliers monthly payments.
- Invoiced customers,Negotiated prices,mail,and photocopied documents for service coordinators.
- Monitored and coordinated deliveries of items between suppliers to ensure that all items are delivered to site /store on time.
- Raising d processed purchase orders and documents.

- Maintained complete updated Purchasing data and priced in the system.
- Provide administrative support to the purchase department.
- Track the status of products submitted and maintain reports.
- Established relationship with new vendors; maintained and built upon existing vendor relationships.
- Confirmed day-to-day purchase orders. Prepared daily Material Demand reports and open Purchase Order reports.

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**Declaration**

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I here by declare that the above mentioned information is correct up to my knowledge.

Sakshi Pandya

Date

