**Roopa P Sherkar**

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**Objective:**

To achieve excellence in working as dynamic professional offering solutions to business using the best available where my analytical ability and analyzing quest are used maximum for growth of the organization and to grow with the organization.

**Professional Summary:**

* **General Office Administration-Executive**
* Having a good level of exposure to Office, Administrative activities with overall years of exp.
* Assisting with all aspects of administrative management, directory maintenance, logistics, equipment inventory and storage.
* Coordinating between departments and operating units in resolving day-to-day administrative and operational problems in day to day activities.
* Performing multifaceted general office support.
* Documenting / Recording Information and preparing the reports.
* Hands on SAP.

**Professional Academy:**

Master of Commerce (M.Com): Manasa Gangotri, Mysore.

Diploma in Commercial Practice Belgaum, Karnataka.

**Experience:**

Presently working **in Foresight Software Solutions Pvt. Ltd. Bangalore** as **Asst.HR** and Admin Incharge.

Work Handling:

* Preparing Reports.
* Updating the leads and complaints in Company software.
* Updating in software such as account adding/leads/sales order and other activities.
* Preparing Purchase order and placing the order on vendor.
* Follow-up for orders.
* Updating the attendance register.
* Maintaining sales and purchase register.
* Collecting the required documents from the new joined employees.
* Maintaing the Employee records.
* Cross checking the daily activity reports and sending the same to the Manager.
* Maintaining the panetry.
* Email Correspondences and mail verification.
* Prepare & manage Correspondence reports & documents.
* Prepare reports, letters, statements and other documents, using word processing, spreadsheet.
* Perform general administrative office-supervise duties such as ordering supplies, maintaining records and performing basic bookkeeping work.
* Maintaining Attendance and employee welfare
* Other Office work
* Resume filtering from the registered portal.

Shree Anandheshwari Homes Pvt. Ltd, Bangalore.

(Previously known as Shree Annapurna Ventures—Carriage & Forwarding Agent for Dalmia Cement)

Admin & HR CoordinatorFrom Sept 2011 to March 31st 2015

Office Admin- HR Activities:

* Interview Scheduling Process including Filtering, classifying, Evaluating, maintaining candidate information.
* Placing advertising or posting of job vacancies.
* Maintain data records for employees, including information such as addresses, absences,
* Office Management such as Leave Sanctioning Confirmation and Verification with Attendance Registers
* Co-ordination with Staff and Customers.Interacting with customers / clients, Customer Documentation and Complaint Handling.
* Prepare & manage Correspondence reports & documents

Admin Work Handling:

* Prepare invoices, reports, letters, statements and other documents, using word processing, spreadsheet.
* Perform general administrative office-supervise duties, such as ordering supplies, maintaining records management and performing basic bookkeeping work.
* Cross Verification of Payment and Receipt entries in SAP
* In Emergency Raising of Invoices and Billing in SAP
* Entries in SAP (PO, GRN, Stock Transfers, Claim Entries)
* Issue stock registers to depots and cross checking the stock registers after receiving
* Preparing stock statement and reporting to the concerned officer
* Preparing Claim report of every depot
* Cheque remittance report preparing, punched in SAP on daily basis and sending to the higher authorities
* Stock Inward in SAP
* Cross verification of the invoices generated in SAP with e-Sugam invoices

Bloom Software Solutions HR & Admin Co-Ordinator

HR & Admin CoordinatorsinceJune10 to Dec 2010

* Issuing Offer letters, Appointment letters, relieving letters related to HR work
* Preparing Salary Statement
* Interacting with customers / clients
* Planning and Co-ordination
* Leave Sanctioning & Verification and Confirmation of Attendance Registers

Admin Work Handling

* Preparing Quotation / Purchase Orders
* Payment and Receipt entries and Follow-up for Outstanding Payments.
* Voucher Entries as purchase entries, sales, in tally
* Billing, Invoice raising
* Administrative work as office maintaining
* Indent for stationeries etc.
* Maintaining Attendance and employee welfare
* Other Office work

Bearings Sales Corporation Pvt. Ltd

Executive / Purchase Officer since May 2007 to June 2009

Sales & Marketing Activities:

* Schedules & Orders monitoring
* Preparing quotation
* Tracking of Quotations sent
* Customer Co-ordination
* Customer Documents Handling
* Customer complaint handling
* Response to the mails received
* Coordinating with Production Ic.
* Verifying & signing Invoices.
* Export Invoice Procedure
* Payment Follow up’s

Purchase Activities:

* Making Purchase Enquiry,
* Releasing Purchase Order based on the Indent received.
* Raw material Tracking
* Knowledge of Import and Export Procedure
* Office Stationeries handling

Executive Assistant Activities:

* Issuing Offer letters, Appointment letters, relieving letters all other related to HR work
* Handling day to day schedules of the CEO’s time by managing correspondence & messages
* Prepare & manage Correspondence reports & documents
* Organize & coordinate meetings, conference, travel arrangements.
* Arrange & confirm appointments for clients, customer etc.
* Carrying out minutes of the meeting (MOM)
* Taking Care of the day to day correspondence (Both inward & outward)
* Opening/filtering of incoming mails, & email to appropriate individuals
* Organize Travel Arrangements
* Coordinating with different department heads and management for day to day official works
* Sales & Purchase entries
* Receipt& Payment entries
* VAT Online e-filling

Shashi Raj Industries, Belgaum

HR and Office Executivesince Feb 2003 to March 2006

* Updating Enquiries, Preparing Quotation / Purchase Orders, Follow-up for Outstanding Payments
* Voucher Entries as purchase entries, sales, in excel, Payment and Receipt entries in excel
* Administrative work as office maintaining, Indent for stationeries etc.
* Maintaining Attendance and employee welfare, Other Office work

Flowserve Microfinish Valves and Pump

Admin CoordinatorsinceApril 2001 to June 2002

* Updating Enquiries, Preparing Quotation / Purchase Orders, Follow-up for Outstanding Payments.
* Voucher Entries as purchase entries, sales, in excel, Payment and Receipt entries in excel.
* Administrative work as office maintaining, Indent for stationeries etc.
* Maintaining Attendance and employee welfare, Other Office work.

**Technical Expertise:**

Certificate: Diploma in Computer Applications (DCA)

MS Office: Word, Excel and PowerPoint

Tools worked on: SAP, Tally

**Project Details:**

Project Title:ANALYSIS OF PROFITABILITY OF TATA POWER COMPANY

Project Carried at: TATA POWER COMPANY

Project details:Analysing three years profits and loss of the Tata Power Company

**Personal Skills:**

* Positive Attitude, Determined
* Professionalism
* Excellent Communication, Interpersonal skills and ability to connect with people
* Problem-solving and critical thinking
* Adaptability and Flexibility
* Analytical and Detail oriented
* Teamwork and collaboration

**Personal Details:**

Name :Roopa P Sherkar

Age :39 yrs.

Address :No.92/1, Ground Floor,Gattigere, B E M L Layout, 3rd stage,

Rajarajeshwari nagar, Bengaluru-98

Marital Status : Married

Linguistic Abilities :English, Hindi,Kannada & Marathi

**Declaration:**

I hereby declare that the above information furnished is true to the best of my knowledge and belief. Kindly consider my candidature and provide me an opportunity to serve in your esteemed organization. I assure you that I will discharge my duties to the entire satisfaction of my superiors.

Place : Bangalore

Date : SIGNATURE