



ROSHNI S POOJARY

WORK EXPERIENCE

RK GROUP | FRONT OFFICE EXECUTIVE

April 2023- Present / BENGALURU, KARNATAKA

- Managing the reception area, greeting visitors in a professional and courteous manner.
- Answering calls and redirecting them to the appropriate department or staff member.
- Handling Incoming and Outgoing mails and packages. Maintaining Inward Outward entries.
- DHL Booking for international shipment and Bluedart booking for shipment within the country.
- Performing other data entry tasks as required.
- Monitoring employee attendance and ensuring adherence to the schedule.
- Reporting to management and performing other administrative duties.

CROSSPOINT TECHNOLOGIES LLP | ADMIN & ACCOUNTANT

Feb 2021- Feb 2023 / BENGALURU, KARNATAKA

- Handling all day to day administration activities at different levels. Efficiently handled housekeeping of the office premises and monitoring the responsibilities of the staff.
- Coordination of the logistics and taking care of Import and Export of the company by maintaining good rapport with the service providers and assisting them in the documentation.
- Worked in procurement department on the cost effective raw materials purchase and other stationary and facilities management by coordinating with various vendors.
- Also played the role as an HR by preparing job descriptions, advertising vacant positions, and managing the employment process. Implementing systematic staff development procedures and explaining and conducting meeting on policies and procedures. Ensuring accurate and proper record-keeping of employee information in both system and filing paperwork.
- Performing basic office tasks, such as filing, data entry, answering phones, processing the mail, etc. Handling communications with clients and vendors via phone, email, and in-person.
- Processing transactions, issuing checks, and updating. Record Keeping & documentation of expenses. Good Knowledge of Tally and Excel for recording transactions and maintaining the data of everyday activities such as ay Purchase, Receipt and Payment Entries, Process Customer and Vendor Invoices, Quotation and PO and filing the same.
- Verifying timesheets calculate leaves and holidays and according process salary to employees.
- Greeting customers and visitors.
- Reporting the Management of everyday task or work assigned by the management or other head of the department.

DIYA SYSTEMS | JUNIOR ADMINISTRATOR –L1

Feb 2020 – Nov 2020 / MANGALORE, KARNATAKA

- Working as a Junior Admin or Tech support to US based clients by simultaneously chatting with the customers and resolving the technical issues with regarding to their website.

ABHARAN MOTORS (ARENA) | BACK OFFICE EXECUTIVE

2017 – 2019 / UDUPI, KARNATAKA

- Assisting and reporting to the Sales Manager and with the various other Sales related duties.
- Coordinating with the Sales Executives and working as stock in charge by effectively ensuring and providing the data's in order to help with the everyday sales activity.

SANJAY RUIA & ASSOCIATES | ARTICLESHIP TRAINEE

2015- 2016 / MUMBAI, MAHARASHTRA

- Computation of Taxation, Filing and uploading form 16 and 16A.
- Cash Book, Bank Book, Journal Entries, Sales/Purchase Registers knowledge.

EDUCATION

BACHELOR OF BUSINESS MANAGEMENT / MANGALORE UNIVERSITY

2014 / POORNAPRAJNA COLLEGE, UDUPI

CAREER OBJECTIVE

An Admin & Accounting Assistant seeking an entry-level position where I can apply my experience with preparing company financial statements and accounting reports, as well having experience in working day-to-day activity, management and reporting as admin. Hence looking forward for an opportunity where I can earn more experience and enhance my knowledge in the field while helping the company reach its goals.

CONTACT

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BENGALURU, KA

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SKILLS

- Basic Excel including formulas and Tally ERP 9.
- Basic Internet and Website skills.
- Quick learner.
- Researching and analyzing the facts and figures.
- Effective communication (Languages Known - English, Kannanda, Hindi & Tamil).
- Handling Calls and Mails.
- .Procurement skills such as cost effective purchasing.
- Import-Export basic knowledge.