

SAPNA S M

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SUMMARY

Self-motivated administrator brings proven leadership, organizational and customer relations skills. Independently solves problems and keeps teams on task to handle diverse business requirements.

History retaining clients and talented staff. Bold Profile

WORK EXPERIENCE

SJVP Polytechnic College - Lecturer Harihara, India

July 2015 - May 2019

- Maintained an up-to-date knowledge of subject matter by attending conferences, workshops, and webinars relevant to the field of study
- Inspired critical thinking skills among students by fostering a learning environment that encouraged open-mindedness, curiosity, and intellectual exploration
- Evaluated student performance through comprehensive assessments, identifying areas of improvement and providing targeted feedback for growth

Vinayaka educational trust CBSE School-

June 2019 - May 2023

Accountant and Administrator Davangere, India

- Processing invoices and payments , Maintaining accurate financial records, including accounts receivable and payable, Preparing financial reports and statements, Bank reconciliations, Payroll processing, Budgeting and forecasting, Analyzing financial data to identify trends and potential issues.
 - Answering phone calls and managing email correspondence, Scheduling meetings and appointments Maintaining office filing systems, Managing office supplies and inventory, Coordinating travel arrangements, Providing administrative support to senior management, Handling customer inquiries and concerns
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EDUCATION

Master of Technology

Nov 2012 - May 2014

G M Institute of Technology

- Specialization in Digital Electronics.
- Project on "ROTATION INVARIANT POINT SET MATCHING TECHNIQUE IN CLUTTER SCENE"

Bachelor of Engineering

Sept 2008 - Aug 2012

Bapuji Institute of Technology

- Relevant course work in Instrumentation and Technology
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ADDITIONAL INFORMATION

- **Technical Skills:** Microsoft word, Microsoft Excel, Tally ERP 9.0, SAP S4 HANA
- **Languages:** English, Kannada, Hindi
- **Certifications:** SAP Material management certification, Henry Harvin Education, 9460/HH/1687
- **Certificate /Paper publications:** National Conference held at City Engineering College- Bangalore and Published the same paper in IJERT Journal, IJARCSST.