

CURRICULUM VITAE



CONTACT INFORMATION:

MINAKSHI SANAJY SAWANT

E- mail:

Mobile:

PERSONAL DETAILS :a

DATE OF BIRTH : 21/4/1973

SEX : FEMALE

NATIONALITY : INDIAN

MARITAL STATUS : MARRIED

DRIVING LICENSE : VALID
OMANI
DRIVING
LICENSE

LANGUAGES KNOWN:

- ENGLISH
- HINDI
- MARATHI
- ARABIC

PASSPORTDETAIL:

PASSPORT NO. N0405581

PLACE OF ISSUE MUSCAT

DATE OF ISSUE 21/01/2016

DATE OF EXPIRY 20/01/2026

Career Objective:

To grow as an effective professional and drive the organizations in a manner, which will help the organization to move towards the higher, targets as well as help myself to strengthen my job competency and grow within the company.

Academic Qualification:

- Bachelor of commerce, 1994
- ADFM - Additional Diploma in Finance Management
- CFM – Certificate course of Chartered Finance Manager
- Additional qualification
- Certificate Computer course from Maharashtra Govt. Institute for Computer Basic, Dos6.22, Dbase III, MS world, Excel, Data Entry
- Accounting Packages :
 - . Tally (5.4vr, 6.3vr,9vr)
 - . Oracle
 - . Orion
 - . Sun system

Work Experience - Oman

BHATIA BROTHERS & PARTNERS (GROUP COMPANY)

- Country : OMAN
- Designation : Accountant
- Duration : Jan2008 till date (10years+)
- Responsibilities :
 - . Receivable & Payable entries, reporting & followup
 - . Cash and Bank accounting and Reconciliation
 - . Salary preparation & documentation.
 - . Utility Payments
 - . Creditor and Expenses payment documentation and Correspondence.
 - . Interunit & Intercompany Reconciliation.
 - . Preparation of monthly Management Reports (Flash,

MODERN OMAN BAKERY (Head Office)

VISA STATUS

Employment Visa

STRENGTHS

- Ready to take up new assignments
- Good communication skill and convincing capability
- Team working and effective in leading
- High zone of tolerance and hardworking
- Observant and adaptable
- Well versed with internet research method.
- Energetic & well physical Condition.

HOBBIES

- Reading
- Driving
- Music

- Country : OMAN
- Designation : Accountant
- Duration : May 2003 to November 2007
- Responsibilities :
 - . Retail Sales updation in system
 - . Co-ordination with different outlets, Daily reconciliation of counter sales
 - . Accounting of Ajina Sales during Ramadan.
 - . Monthly management Repots- outlet wise
 - . Diesel Consumption Report – outlet wise.
 - . Audit assistance.

SOLID MOUNTAINS TRADING LLC

- Country : OMAN
- Designation : Accountant
- Duration : May 2001 to April2003
- Responsibilities :
 - . All accounting entries in Tally 5.4vr
 - . Preparation of Sales and Purchase reports
 - . Cash & Bank daily transactions and reconciliation.
 - . Audit assistance.

UNITED MEDIA SERVICES

- Country : OMAN
- Designation : Accountant
- Duration : Oct.1997 to May 1998
- Responsibilities :
 - . Checking of daily distribution of newsletters
 - . Reporting to management for changes and follow-up With the respective department.
 - . Monthly Reports

Work Experience - India

REAL HYDROFIT

- Country : India
- Designation : Accountant
- Duration : Jan 1999 to Dec.2000
- Responsibilities :
 - . Cash, Bank and Sales updation in system.
 - . Manual book keeping of all transactions.
 - . Taxation documents
 - . Payment documentations
 - . Customer follow up regarding outstanding.

MANDVI BANK

- Country : India
- Designation : Accounts Clerk
- Duration : Nov.1996 to Sept. 1997
- Responsibilities :
 - . Handled outward clearing
 - . Customer support
 - . Banking correspondence
 - . Checking and reconciling daily receipt and payment, Cash transactions and day closing procedure.

ALL STATE MARINE SERVICES

- Country : OMAN
- Designation : Accountant
- Duration : Aug.1995 to Aug.1996
- Responsibilities :
 - . Posting all accounting transactions in system
 - . Making of Bills and Challans of customs for Port services.
 - . Salary preparation and distribution.

Strengths:

- Commitment to quality & results
- Responsibility
- Positive attitude
- Presentation and leadership skills
- Team work and problem solving skills
- Good Communication Skills

References: Provided on request.

Declaration:

I hereby declare that the above-mentioned particulars are to the best of my knowledge and belief.

Yours Faithfully,

Minakshi S.Sawant

Place: Muscat, Oman

