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## **IPSHITA M SANYAL**

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**Germantown, MD 20874**

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### **Objective**

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An entry-level position which will allow me to utilize and enhance my background in financial analysis, accounting and commerce. My education in management information systems and deployment of computers in automating various aspects of business finance management augments my ability to take up challenging responsibilities in the accounting departments of business organizations.

### **Education**

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University of Pune, 1998

Pune, India

Master Of Computers and Management

Symbiosis College of Arts, Commerce and Sciences, 1996

Pune, India

Bachelor of Commerce

St.Anthony's Church, 1993

Pune, India

High School

### **Work Experience**

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Document Analyst, July 2002 - Present

Aspen Systems Corporation, Gaithersburg, Maryland

I work in the Imaging Department at Aspen Systems. My responsibilities include Preping and Scanning of Classified Documents of the U.S. Dept. Of Justice and also Quality Control of scanned documents. I successfully cleared a Security/Background Check required for this position.

Administrative Assistant, April 2001

Boy Scouts of America, Bethesda, Maryland

My responsibilities included filing of invoices, receipts, tax related documents, employee records, credit card bills etc. I was also responsible for maintaining and filing of confidential documents.

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Administrator / Receptionist, March - April 2001

Comsys, Inc., Rockville, Maryland

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My responsibilities included handling all incoming calls for a 50-person accounting center, greeting and directing customers, handling all mail and courier deliveries and shipments (UPS, FedEx and Airborne Express). I was also responsible for delivering and filing of incoming faxes and sending outgoing faxes. In addition, I often pitched in on last minute administrative duties as and when needed.

Software Trainee, Jun 1997 - May 1998

Tata Iron and Steel Company (TISCO), Jamshedpur, India

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My responsibilities included examining and analyzing the procedures followed by the TISCO payroll department and coming up with a proposal for automating the payroll system, eliciting requirements from the payroll personnel in the process. I then developed and implemented the payroll system using the Oracle RDBMS version 7.1 along with the associated tools (SQL\*Forms, SQL\*Reports, PRO\*C, PL/SQL and Oracle Developer 2000). The complete software engineering project gave me valuable experiencing in all phases of software engineering, and tools and techniques used for them.

Marketing Manager, Apr 1996 - Jan 1997

BPL India Limited, Pune, India

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For the purposes of better coordination of their marketing efforts, BPL has established various zonal sales and marketing offices in the city of Pune. I was responsible for managing and directing all sales efforts from the Deccan Gymkhana Zonal Sales office. My responsibilities also included recruiting qualified sales personnel and overall responsibility for the sales team for that zone. In addition, I also performed financial analysis and accounting functions, including management of commissions paid to the sales staff.

Executive Office Administrator, Aug 1995 - Jan 1996

Megasoft Inc., Pune, India

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Megasoft is a U.K. based software concern with an off-shore office in Pune, India. I was responsible for administrative functions including entry of sales data into the sales software system, generation and filing of various sales-related documents including orders, invoices, receipts etc. I was also responsible for attending the telephone and scheduling meetings between the Director and customers or other parties.

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### Special Skills

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- ◆ **Software Development Skills:** Oracle Forms, Reports, PRO\*C, PL/SQL, Oracle Developer 2000; Microsoft Visual Basic; C
- ◆ **Computer Operation Skills:** MS Office (Word, Excel, Access, Powerpoint); MS Windows '95, '98, NT and 2000, XP