**CURRICULuM VITAE**

**Dimple Pariyani**

**Mobile No.**: 9953601835

**Email** – <dimple_priyani89@yahoo.com>

**CAREER OBJECTIVE:**

* I want to work with an organization where I can develop my technical and personal skills to benefit me as well as the organization I work in thus developing my potential further and benefiting the organization.

**WORK EXPERIENCE:**

* Working as **International Business Coordinator** with **Esarem Technologies Pvt. Ltd.** from December 2011 till date.

**Company’s Profile:**

ESAREM is a premier company for buying excess and obsolete inventories of Electronic Components managing excess inventory solutions to provide a broad range of services to OEMs, EMSs, CEMs and trading companies worldwide.

Key Responsibilities

* Identifying prospective clients.
* Over all responsible for customer order fulfillment, from receipt of the customer order to delivery to customer.
* Assisting in Business Development.
* Preparing Purchase Orders and Purchase Invoices.
* Preparing Marketing Files of the department.
* Requesting for Quotation from various vendors.
* Track and record all quotes.
* Send introductory emails and other collateral to prospects.
* Preparing Profit and Loss Report.
* Doing Stock Management.
* Undertaking freight negotiations with shipping companies.
* Handling International clients on Calls.
* Handling of Operational Work.
* Worked as **Office Coordinator** from July 2011 to December 2011 with **Spectec Innovative Buildings.**

**Company’s Profile:**

Spectec Innovative Buildings are the manufacturer of SPECTEC Metal False ceiling, Roof sheeting/ Wall Cladding system, Pre-Engineered Building, Pre-Fabricated Canopies, and Site Roll Forming for Roofing & Cladding etc. They also extended successful services to various contractors, consultant’s engineers, architects too.

Key Responsibilities

* Preparing B.O.Q [Bill of Quantity] and Statement of Accounts.
* Preparing Quotations of the Product by the company.
* Handling clients on Calls.
* Maintaining records.
* Performing Administration Work.

**ACADEMIC QUALIFICATION:**

* Completed graduation in B.COM from Delhi University
* Completed in 10+2 CBSE in 2007.
* Completed 10th CBSE in 2005.

**TECHNICAL SKILLS**

* Computer Education: Computer Savvy, Sending/Receiving Emails, etc.
* Database: Ms Word, Ms Power Point, Ms Excel.

**STRENGTHS**

* Positive thinking
* Fast learner
* Aggressive target oriented personality
* Good commanding & leading capability
* Commitments towards the task assigned.

**HOBBIES AND INTERESTS:**

* Cooking and dancing.
* Listening to music, playing Badminton and Driving.

**LANGUAGE KNOWN:**

* English, Hindi and Sindhi.

**PERSONAL DETAILS:**

Father’s Name : Late Mr. Jeevan Dass Pariyani

Date of Birth : 25th September1989

Sex : Female

Marital Status : Unmarried

Nationality : Indian

Address : 139 A, Pocket – M, Sarita Vihar, New Delhi - 110007

Date:

Place: Delhi \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Dimple Pariyani)