

# MITWA THAKKAR

BUSINESS CORRESPONDED

## AREA OF INTREST

- COMMUNICATION
- RESEARCH & STRATEGY
- WORK WITH CLIENTS TO  
CREATE SOLUTION

## OBJECTIVE

ALWAYS READY FOR THE  
CHALLENGES OF A TOUGH  
JOB AND I HAVE THE KNACK  
AGRESSNESS TO LEARN NEW  
THINGS. I WOULD BE  
PLEASED TO SERVE  
ORGANIZATION AS LONG AS.

DOB : 13TH DEC.,1995

### CONTACT

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new naroda , 382330.

## WORK EXPERIENCE :

- I HAVE WORKED WITH KRAZY MANTRA E-COMMERCE  
PVT.LTD AS PRE ( PUBLIC RELATIONSHIP EXECUTIVE  
- PRE ) FOR 1YEAR
- I HAVE WORKED WITH IRIS PHARMACHEM ( INDIA )  
PVT LTD. AS BUSINESS CORRESPONDED FOR  
2 YEAR ( CONTINUE.. )

## WORK DEPARTMENT :

- PRE VENDOR
- THE VENDOR EMPANELMENT PROCESS BUSINESS  
CORRESPONDED / ANALYSIS

## RESPONSIBILITES:

- I HAVE UNDERGONR DESK SUPPORT, VENDOR  
REGISTRATION / BACK
- OFFICE WORK IN HOLAA
- HANDLING COMPLETE VENDOR PROCESS (5 CITIES) IN  
HOLAA
- I HAVE COMMUNICATION WITH VENDOR TO MANAGER;  
& MANAGER TO
- THIRD PARTY FOR PRODUCTS.
- CREATE P.O, CHECK P.O,
- LIST OF PRODUCTION AND DOCUMENT REGARDING  
PRODUCTION
- COORDINATE WITH VENDOR TO THIRD PARTY
- SOLVE THE ISSUES REGARDING ANY OF QUERIES AND  
PRODUCTION.

## EDUCATION QUALIFICATION

- S.S.C GUJARABOARD , MAR-11 76.77 %
- H.S.C GUJARA BOARD MAR-13 92.76 %
- C.S FOUNDATION ICSI JUL-14 --
- B.COM GUJARAT UNI. APR-16 58.76 %
- M.COM GUJARAT UNI.MAY-19 54.85 %

## COMPUTER SKILLS :

- M.S OFFICE & INTERNET
- TALLY ( ERP 9 )
- ONLINE SELLING ( LINLDIN, OTHER BUSINESS PORTAL
- INTERNET

# DECLARATION :

**IF I AM SELECTED, I WILL TRY MY BEST TO WIN YOUR FAVOUR WITH ALL MY WORTH AND CAPACITY. I HOPE YOUR HONOR WILL CONSIDER MY APPLICATION AND SEND ME INTERVIEW CALL.**

**THANKS & REGARDS  
MITWA THAKKAR**

**[HTTPS://WWW.LINKEDIN.COM/IN/MI  
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