

CURRICULUM VITAE

Janki Kanaiyalal Soni

Sundram,

Near vijay Hanuman Temple

Ambica Nagar Society,

Palanpur - 385001,

E-mail:- jankisoni23@gmail.com

OBJECTIVE

A challenging & responsible job in an organization where there is a scope for contributing and updating my knowledge & skill for the development of self & organization in the field.

CURRENTLY WORKING

Company: Unique MEP Projects Pvt Ltd

Role: Sr Executive , Marketing & Estimation

Joining date - 11 May, 15 to Till...

Job Description

- Business Development Activity
- Make Initial Customer Contact Through Visits Or Calls
- Arrange Meetings With Potential Clients
- Negotiate Prices And Variations In Prices And Specifications
- Tender Works also Regular Follow Up

WORK EXPERIENCE

1) Company: Hi-Tech Elastomers Pvt Ltd

Role: Marketing Co-Coordinator

Joining date - 1.9 year

Job Description

- Handle Inquiry also regular Follow up
- Regular Use of Software Updating
- Business Development Activity
- Tender Works

2) Company: Mehta Cad Cam System Pvt Ltd

Role: Marketing Co- Coordinator

Experience: 1.2 year

Job Description

- Preparing Quotation, Performa Invoice, Delivery Challan, Sales order confirmation , Branch Transfer and Stock Transfer Entry
- Regular use of ERP & TALLY
- Handling the Same department in 25 branches across India
- To Look after order, import, dispatch & Payment collection.

EDUCAIONAL QUALIFICATION

NAME OF EXAM	BOARDS/ UNIVERSITY	YEAR OF PASSING	PERCENTAGE %	CLASS
MBA. (MARKETING)	GTU	APRIL 2012	8.57 (SPI)	FIRST
B.B.A	N.G UNIVESITY	MARCH 2010	77.6	FIRST
HSC	GUJARAT BOARD	MARCH 2007	76.14	FIRST

PERSONAL DETAIL

Birth Date : 23nd March, 1990

Sex : Female

Contact No : 9712529026

Nationality : Indian

Hobbies: - : Travelling, Reading, Listening Music Etc.

DECLARATION

I hereby declare that the information furnished above is true to the best of my knowledge.

Janki Soni