

Resume

Velentina R. Christian

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OBJECTIVE :

To obtain a position in a result-oriented company where I can utilize and enhance my skills, gain practical experience and use it to serve the organization to the best of my abilities.

WORK EXPERIENCE :

Total work experience: **8 year**

KEY DUTIES :

- **EIBC PVT LTD as a Assistant Manager Customer Care (June 2020 to till date)**
Authorized industrial distributor of NTN, NSK, FYH Japan, FAG & others.
Making Sales Quotation, Order follow up with dispatch department and Communicate to Customer by phone and via mail also other related work are taken care.
Using ERP software.
- **Orient Enterprise (Gujarat) Private Limited (May 2017 to Jul 2020)**
Orient Enterprise (Gujarat) Pvt Ltd. is authorized industrial distributor of SKF, Total Nord, SK Lubricants & Bosch in Gujarat resgin & Haridwar.

Worked as a HR executive for 1 year.
Worked in Purchase and Sales department
Making Sales Quotation, Sales Order in SAP System.
All type of Master Work in SAP System.
Item Creation, Business Partner Code open, Vendor Code open, Communicate and follow up with Customer by phone and via mail also other related work are taken care.
- **Zedex Clothing Pvt Ltd, Narol, Ahmedabad**
Worked in Kevel Industries (A Unit of Zedex Clothing Pvt Ltd) as a Floor Supervisor and Quality checking Supervisor from 17th Jan 2012 to Jul' 2012.
- **Just Dial Ltd, Ahmedabad**
Worked in Just Dial Ltd Services, Ahmedabad as a Process Associate from Sept' 2013 to Dec' 2014.
- **DDI Recruitment Agency**
Worked in DDI Recruitment Agency in Birmingham, UK as a Supervisor from Sept' 2009 to July' 2011.
- **Sheeba Engineering Co.**
Worked in Sheeba Engineering Co., Vatva, Ahmedabad as an Office Assistant cum Receptionist from Jan' 2006 to July' 2007.

ACADEMIC QUALIFICATIONS :

Degree/Certificate	Name of College/University	Passing Year	Percentage/Grade
S.S.C.	Gujarat Board	2000	First Class
H.S.C.	Gujarat Board	2002	First Class
B.A.(Psychology)	St. Xavier's College - Guj Uni	2005	Second Class
M.A.(Psychology)	Gujarat University	2008	Pass Class
PGDCA	CDAC, Ahmedabad	2009	Distinction
COUNSELINGCOURSE	DIOCESAN COUNSELING CENTRE	2008	A
HINDI PAHELI	GUJARAT VIDYAPITH	1996	A
GARMENT MAKING	TECHNICAL EXMINATION BOARD	2003	A
SPOKEN ENG	GUJARAT STATE ST MATHEW	2009	A

- Business correspondence through E-mail
- Use of Microsoft Office 2007
- Operate windows 98, Latest Version
- Knowledge about SAP and ERP software
- Google on line sheet

STRENGTHS :

- Positive Attitude, Punctuality, Self Confidence, Co-Operative, Hard working

PERSONAL PROFILE:

FIELD	DETAILS
Permanent Address	Opp. Municipal School – II, Ranipur Gam, Opp Cozy Hotel, Narol, Ahmedabad – 382405
Nationality	Indian
Gender	Female
Marital Status	Married
Language Known	English, Hindi and Gujarati

REFERENCE:**Available as per request**

I hereby declare that the above-mentioned information is correct up to my knowledge and I bear the responsibility for the above-mentioned particulars.

DATE: / / 2021

SIGNATURE: Velentina Christian

PLACE: Ahmadabad