# Sweety Christian ((M)7984058746

# Mail Id:sweety.kathrin@yahoo.co.in

# ---------------------------------------CAREER OBJECTIVE-----------------------------------------

I wish to work in organization that will give me an opportunity to utilize my knowledge best to the fullest and at the same time aid me in expanding it.

My experience has given me a chance to learn and capability to cope to work with people of different backgrounds and want to utilize my knowledge where my strength can be matched with the requirement of the organization.

**----------------------------------PERSONAL DETAILS----------------------------------**

**Name** : Sweety Victor Christian

**Address** : 7. Nazareth Colony, B/h Methodist church

Sionnager maninager (east) –Ahmedabad -08

**Birth Date** : 28th November 1981.

**Contact No** : 7984058746 (Mobile)

**Languages known** : Gujarati, Hindi & English.

**Hobbies** : Traveling, Reading books, listening music.

**Time To Join :** Immediately.

### ---------------Educational Qualifications: - (Throughout English Medium) --------------

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| --- | --- | --- | --- |
| Qualification | Board / University | Passing Year | Percentage |
| H.S.C | G.S.E.B | 1999-2000 | 52% |
| B.Com | Gujarat University | 2003 | Pass class |

**-----------------------------------COMPUTER KNOWLEDGE-----------------------------**

* I Have done E –Commerce Computer Course from Net Vision Technologies P Ltd For 1 yrs in the year 2001
* Computer knowledge of Ms. Word , Excel , PowerPoint, etc.

**------------------------------------------WORK EXPERIENCE------------------------------------**

**Doing Freelancer Recruitments work from home from** May 2019 to present with callcandidate placements

**Sr. Front Desk Officer, June** 2012 to April 2019

**Intas Pharmaceuticals Ltd –** Ashram Road, Ahmedabad

**Currently working with the Logistics & Distribution Department.**

**Logistics & Distribution: From 2018 to 2019**

* HOLD STOCK (for any damage or wrong stock gone to CFA agent). – Coordination with different CFA agents and departments.
* FFR Reporting (approval of MSL process) that is approved by CNS head.
* Batch discrepancy – physical batch verification.
* Approval of stock adjustment note.
* Secondary cold chain supervision.
* Maintaining the form 6 acknowledgments of Psychotropic products.
* Safety Measures at all locations of Chief forwarding Agents.
* Temperature Monitoring at all Location of CFA (Chief forwarding Agent)

**Front Desk: From 2012 to 2018**

* Communicating with International and National Calls of the Company.
* Co ordinate with persons in the company as well as outside agencies.
* Managing company’s contact Emails and co ordinate with colleges.
* Arrangement of Meetings and Conference of out side parties and colleges.

**Front Desk Executive cum Admin Co-coordinator,** Jan 2008 to June 2012

**Marck Biosciences Ltd –** Ashram Road, Ahmedabad

* Handling EPBX System having more than 150 Lines.
* Communicating with International and National Calls of the Company.
* Responsible for Attendance of employees.
* Responsible for data maintenance of courier and billing of all parties.
* Handling Petty Cash of 50000/-
* Purchasing of all Stationery of Plant and Corporate office.
* Co ordinate with persons in the company as well as outside agencies.
* Managing company’s contact Emails and co ordinate with colleges.
* Arrangement of Meetings and Conference of outside parties and colleges.
* Travel arrangements and Hotels booking for Visitors.
* Tickets booking for colleagues for tour program.
* Admin Coordination and housekeeping of Whole office.

**Post Paid Customer Care Executive,** Nov 2005 to May 2006

**Mphasis (contract of Airtel) –** Ahmedabad

* Handling inbound post paid calls of Airtel

**(Sweety Christian)**