**CURRICULUM VITAE**

ANJANA B RATHOD

SHREE BAHUCHAR KRUPA

ATUL,FIRST GATE

POULTRY FARM ROAD

MOB : 9825698718

* 1. EMAIL :[anjana27rathod@gmail.com](mailto:anjana27rathod@gmail.com)

Carrier objective:

To work hard in a challenging and dynamic organization adding value to the operations and the people involved.

Qualification:

|  |  |  |
| --- | --- | --- |
| Sr. no | Degree | Board |
| 1 | 10th | C.B.S.E |
| 2 | 12th | C.B.S.E |
| 3 | B.E in Electronics & Communication | Gujarat university |

# Work Experience:

Worked as Export Coordinator in Knack Packaging Pvt. Ltd from August 2015 till April 2017 Worked as Marketing Executive in Girnar Overseas since from April 2017 to January 2019 Worked in Sarjan Watertech India Pvt Ltd from January 2019 to April 2019

Working in Vidhyut Power Private Limited from June 2020 till date

Computer Skills:

Well acquainted to computerized working environment and have good knowledge of MS-word, Excel, PowerPoint, Internet and Emails

Special skills:

* + 1. I have completed Import and Export course from Indian institute of Foreign Trade
    2. Completed International marketing course done from AMA

# PERSONAL DETAILS:

NAME : ANJANA RATHOD

ADDRESS:

SHREE BAHUCHAR KRUPA

ATUL,FIRST GATE

POULTRY FARM ROAD

DATE OF BIRTH: 12th AUGUST 1976 CONTACT NUMBER: 9825698718

E-MAIL :[anjana27rathod@gmail.com](mailto:anjana27rathod@gmail.com)

# Current job profile:

Handling marketing as well as documentation.

Finding new potential buyers and establish business with them.

Growing business by getting orders from new as well as on-going business customers.

Liaising with freight forwarders for best rate and good service to deliver the cargo and with CHA for the clearance purpose.

Handling all the documentation work from the dispatch of goods till the submission of documents. Payment follow-up according to the payment term.