

## **Resume: Sonam S Patel**

### **Present Address:**

2/A, Bhuyangdev Society,  
Sola road, Ghatlodia,  
Ahmedabad- 380061.

Phone No. : +91-79-27486167  
Mobile No. : +91 97120 00058

E-mail Id: [sonampatel205@gmail.com](mailto:sonampatel205@gmail.com)

### **Objectives:**

A highly organized and hard-working individual looking for a responsible position to gain practical experience.

### **Education:**

YEAR	EXAMINATION	INSTITUTION & BOARD	PERCENTAGE / CLASS
2002	10th	G.S.E.B., Ghandhinagar (S.S.C. Board)	56.57%
2004	12th	G.S.E.B., Ghandhinagar (H.S.C. Board)	58.83%
2014	B.Com	Gujarat University	Pass Class

### **Work Experience:**

- Organization:** Loxim Industries Limited  
**Department & Designation:** Sr. Executive, - Sales & Marketing  
**Duration:** June 2012 to till date.

#### **Roles and Responsibility:**

- Maintain record of Produced Product costing / valuation data
- Maintain the record of customer / vendor received sample and hand over to lab for testing
- Maintain the record of the sent sample to customer, like standard sample, PSS, CSS or matching sample
- Communicate with lab and marketing person regarding samples
- Every month Dispatch valuation
- Handle back up mails
- Dealing with courier company regards rate and query for the shipment
- Handle reception desk

2. **Organization:** Loxim Industries Limited  
**Department & Designation:** Executive, - Export  
**Duration:** December 2006 to April 2011

**Roles and Responsibility:**

- Maintain record of Produced Product costing / valuation data
- Maintain the record of customer / vendor received sample and hand over to lab for testing
- Maintain the record of the sent sample to customer, like standard sample, PSS, CSS or matching sample
- Every month Dispatch valuation
- Handle reception desk
- Maintain the Pending order list
- Documentation of the Export shipments

**Languages Known:**

- English
- Hindi
- Gujarati

**Computer Literacy:**

Having a good knowledge of internet research and MS. Office.

**Hobbies:**

Traveling, reading, music and playing cricket.

**Personal Details:**

**Date of Birth:** 20<sup>th</sup> May 1987

**Marital Status:** Married.

**Yours Sincerely,**

Sonam S Patel