

CURRICULAM VITAE

DRISHTI B. MEHTA

Career Objective

Looking for a position in Modern Industry that offers me a Challenging opportunity to harp my skills and augment my career graph while working with qualified Professionals.

GENERAL INFORMATION

PERSONAL

ADDRESS : 29, Aarti Apartment, Near BSNL Telephone Exchange, Bhaupura, Kadi-382715

PHONE : 08141418558

E-MAIL : drishti_mehta17@rediffmail.com

DATE OF BIRTH : 17th Jan, 1986.

GENDER : Female

MARITAL STATUS : Married

NATIONALITY : Indian

LANGUAGES KNOWN : English, Hindi, Gujarati and Marathi.

ACADAMIC PURSUIT

QUALIFICATION	ACADEMIC YEAR	INSTITUTE/ UNIVERSITY	CLASS SECURED
BACHELOR OF COMMERCE	MARCH 2006	MUMBAI UNIVERSITY	SECOND CLASS
H.S.C	MARCH 2003	GUJARAT BOARD	FIRST CLASS
S.S.C	MARCH 2001	GUJARAT BOARD	DISTINTION

ADDITIONAL QUALIFICATION:

QUALIFICATION	ACADEMIC YEAR	INSTITUTE/ UNIVERSITY	CLASS SECURED
DIPLOMA IN BANKING	SEPT 2007 – MARCH 2008	WELINGKAR INSTITUTE(MUMBAI)	SECOND CLASS
DIPLOMA IN EXPORT / IMPORT MANAGEMENT	DECEMBER 2006	WELINGKAR INSTITUTE(MUMBAI)	FIRST CLASS
COMPUTER BASIC COURSE	MARCH 2005	RAJ COMPUTERS (MUMBAI)	FIRST CLASS

WORK EXPERIENCE : 1) Worked at Kirit K. Jani's Architect office in Mira-road as an Office assistant, And Computer operator (Email checking, personal account handling) From May 2006 to December 2006.

2) I had been worked with "SHARDA WORLDWIDE EXPORTS PVT.LTD" as An IMPORT OFFICER from March 2007 to 31st Oct. 2008. My work to be Including as follow:

- Sending enquiries to overseas suppliers and negotiate with prices.
- International marketing and checking rules and regulation of each countrywide and fulfil their requirements. Payment follow up etc..
- Making new orders, B/L instruction & shipment follow up with Vendors.
- Handling Pre & Post shipments documents.
- Contact with shipping companies and negotiate with them about freights
- Handling tracking reports for shipments which has been done from port of loading and reach to Final Destination.

3) I had been worked with CIPLA LTD, my work to be including as follow:

- Handling Pre & Post shipments documents.
- Contact with shipping companies and negotiate with them about freights
- Handling tracking reports for shipments which has been done from port of loading and reach to Final Destination.
- Schedule to be taken from the factories and provide necessary details to the customers.
- Dealing with international clients. Checking all rules and regulations of the respective countries. satisfy their requirements.
- Was handling all payment follow ups, payment procedures etc...

4) Worked with GMM nonstick COATINGS PVT LTD as a sales coordinator October

- Handling all pre-shipment post shipment documents
- Dealing with international clients and freight forwarders.
- Handling all logistic activities and international marketing as well.
- Cargo tracking, payment follow up, chasing customer requirement and fulfill commitments.
- Handling all dispatch activities in domestic market.

Presently working as, a "Assistant Purchase manager" with GMM Coatings Pvt Ltd.

- Looking after All purchase and Import related activities
- Planning of Raw Material Procurement, Price Negotiation, freight Negotiation. Planning of all import consignments.
- Prepare Quotations, Purchase orders, Handling Payment flow charts.
- Handling all transport related activities for timely deliveries.

COMPUTER SKILLS

: Having Knowledge of MS Office (MS Word, MS Excel, Power Point.)
Speed : Average

HOBBIES

: Reading, Travelling, Interacting with Different people,
Learning different languages.

DATE :

PLACE: Kadi (Gujarat)