**Sindhu Nair**

D/83, Hariom Nagar part-1, D’Cabin, Sabarmati, Ahmedabad, Gujarat-380019

Cell: +91 9714449160 , E-mail:- sindhunair20011986@yahoo.co.in

**Professional Summary**

To contribute the best of my skills, knowledge and abilities as well as strategic and extensive background to the organization that helps it to achieve its goal and face challenges.

**Experience**

**Worked as Office Assistant at Meet marketing**

**(Ashram road, Ahmedabad, Gujarat) Feb 2014 to Aug 2014.**

* Handling of Customer Phone Calls and Purchase order receiving from the customers through Telephone.
* Office administration and maintaining records and stock report.
* Payments follow up with parties and outstanding clearance and collection of payments Invoice Preparing & sales coordination.
* Courier & Transport Follow ups.
* On time dispatch of Materials to the customers.

**Worked as Sales Coordinator at Harikrushna Machine Tech Pvt. Ltd.**

**(Vatva, Ahmedabad, Gujarat) From Dec 2009 - May 2010**

* Coordinator, mailing, for all over Gujarat.
* Generating monthly and daily basis MIS.
* Quotation preparation and sending to customer.
* Counter Sales and Attending of Customer Queries Directly.
* Updating new products to customers Through Tele calls and through mail.
* Prepare MOM, Sending company profile introduction letter , Brochures, catalogue to customers through mail

**Worked as Office Customer support at Micromech Product Pvt. Ltd.**

**(Lambha, Ahmedabad, Gujarat) From June 2007 to June 2009**

* Assist Sales & Marketing, support Production, GM, QC,QA dept for the process.
* Mailing, follow up by mail and by call.
* Customer Relationship & Queries Handling Pre and Post sales.
* Courier, Transportation & Logistics follow ups.
* Maintenance all records of Sales & Commercial activities.
* Handling, Admin &Commercial Support.
* Co-ordination with the Production, GM, QC, QA dept.
* Couriers, calls for incoming and outgoing register maintain.
* Quotation preparation and sending to customer.
* Ticket booking, hotel booking, and fixing meeting etc.

**Education Qualification**

**PGDM-HRM Pursuing [2015-Till date]**

Welingkar institute of management development and research.

Mumbai university.

(Distance Education Program).

**M.Com.-2013-**Not completed.(Appeared all 4 sem.)

**Bachelors of commerce, 2004-2007, 56%, passed**

Gujarat university, Ahmedabad,India.

**XII th (ISC Board).2004, 55% Passed**

Seventhday Adventist higher secondary school.

Maninagar, Ahmedabad, Gujarat, India.

**X th ICSE Board.2002, 52% Passed**

Seventhday Adventist higher secondary school.

Maninagar, Ahmedabad, Gujarat, India.

**Personal Information**

|  |  |  |
| --- | --- | --- |
| Fathers Name | : | S. Unnikrishnan Nair |
| Permanent Address | : | D/83 Hariom Nagar part-1, D’Cabin, Sabarmati, Ahmedabad, Gujarat-380019 |
| Date of Birth | : | 20-01-1986 |
| Gender | : | Female |
| Marital Status | : | Married |
| Nationality |  | Indian |
| Languages Known | : | English, Malayalam, Hindi,Gujarati |
|  |  |  |
|  |  |  |

**Interests & Hobbies**

.Reading, cooking, Fashion

.Listening to Music and watching T.V

.Sports Activities

.Thirst to learn new things & and want to do every thing in better way.

.More interested in Group Interaction.

**Key Skills**

.Basic knowledge in Mailing, Communicating & Relationship with Clients.

.Good Leadership and Team Management Skills.

.Problem Solving and Team Work Skills.

.Basic Knowledge of Excel, Ms. Word and Outlook.

**Declaration**

I hereby declare that the above mentioned details are true to the best of my knowledge and belief. It will be a great privilege for me to receive your call letter.

Thanking you,

Yours Sincerely,

(Sindhu Nair)