RESUME

Pallavi Patel

A/4 Mangal Apartment,

B/H Navrang School,

Naranpura, Ahmedabad – 380 013

Phone : 9429023666 Email : pals253@yahoo.co.in

**Qualification :** Passed **B.Sc** with second class in 1998.

**Other Education** : MLT, MT

**Computer Skills :** MS-Office & Internet

**Experience:**

* **Aum Event & Promotions Private Limited (from 1st May 2016 Full Time)**

**Company Profile:** AUM Event was born as a promotion & event production house.

**Work Profile:**

* + Market research
  + Search tenders
  + Sms blasting and email shooting.
  + Pre-tendering work
* **Anand Seamless Tubes Pvt. Ltd (from 1st Dec 2012 to April 2016 Part-time)**

**Company Profile:** Anand Seamless Tubes offer a full range of Cold Drawn Seamless Tubes to meet ASTM, BS, DIN and EN Standards, for applications in a wide spectrum of industries.

**Work Profile: Business Development Executive**

- Pre-Tendering (PQR) work - Maintaining tender work  
- Sourcing Tender published - Finalization of customer's requirement as Tender  
- Preparing profile & document for tender  
- Creating and managing Database

* **San Blue Enterprises (P) Ltd (from Sept 2004 to Nov 2012)**

**Company Profile:** San Blue Enterprises (P) Ltd has its own portal [www.fibre2fashion.com](http://www.fibre2fashion.com). It serves to fashion, garment and textile industry.

**Work Profile:**

**AS a News Executive:** (Sept 2004 to Feb 2005)

**As a Sr. News Executive:** (March 2005 to Dec 2005)

**As a News Sourcing Team Leader -** (Jan 2006 to April 2007)

**As a Public Relation Team Leader -** (April 2007 to Aug 2007)

**As a News Sourcing Team Leader -** (Aug 2007 to Feb 2009)

**As Assistant Manager – News Sourcing –** (Feb 2009 to Oct 2012)

**Overall Profile:**

- Downloading different kind of news from various search engine

- Website registrations with search engine for related industry

- Edit, Upload & approve the Company/Association Press Release on the portal

- Select the news and generate them on the Homepage of the Portal

- Generate news on the landing page of the news section – category wise

- News Admin responsibility - Approve the Press Release

- Develop & improve the new sources for the news

- Quality of the sources

- Helping Public Team (PR) and Editorial team in web searching/information

- Train to newly join employee in news de pt

- Collect reports from the team members and submit to our Head of the Department

(Fourteen team members including our China/Vietnam/Turkey Correspondences)

- Guide the team members for verification query - Make questionnaires for the verification

- Database management - Call management

- Checking the follow-ups - New company contacts

**Additional responsibility:**

**Since March 2012** I am taking care of <http://www.technicaltextile.net/> news section.

Where I have to search press releases for the particular and upload also managing news homepage for same.

* **Premani Products (18th Sept’03 - 31st July’ 04)**

**Designation: Internet Marketing Executive Cum Office Assistant**

**Company Profile:** Premani Products **(Sis. Concern: Agew Steel Manufacturers Pvt Ltd)** is a manufacturing company of wrought iron products.

**Work Profile:**

- Website registration with search engine - Mass emailing & End uses identification

- Creation of database - Other activities related to Internet marketing

- Make reports, Letter Typing in Ms.Word & Ms.Excel

**5. Ebizchem Private Limited. (18th Oct’01 - 30th June'03)**

**Designation: Research & Customer Support**

**Company Profile: EBIZCHEM (**[**www.ebizchem.com**](http://www.ebizchem.com)**)** has developed a dynamic web-based platform optimize Buying & Selling decisions for chemicals. Even it provides specific, continually updated information on buyers and sellers of Chemicals around the world.

**Work Profile:**

- Verification of Emails - Searching Sellers of the Products & Application - Find Id of products from our site - Data searching

- Update the data into our admin module - Letter Typing

**6. Akshat Consultants (July’99 – January’01)**

**Company Profile**: It’s an Environmental consultancy and testing - laboratory.

**Designation: Biochemist cum Microbiologist**

**Work Profile**:

- Make reports, chart, and table of the results in to MS.Office

- Test the raw materials Includes analysis related to different microbiological systems