

CURRICULUM VITAE

NAME: HETAL S. JANGLI

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CAREER OBJECTIVES

TO WORK WITH LEADING ORGANIZATIONS ANDS TO USE MY ANALYTICAL THINKING TO THE BEST OF MY ABILITY COMBINED WITH PRESERVES. SO AS TO CONTRIBUTE TO ORGANIZATIONS GROWTH AND GOAL, AS WELL AS TO ATTAIN MY PROFESSIONAL GOALS.

ACADEMIC PROFILE:

- COMPLETED MASTER OF BUSINESS ADMINISTRATION (MBA) IN FINANCE FROM XAVIERSINSTITUTION OF MANAGEMENT WITH A+ GRADE
- GRADUATE IN BACHELOR IN ACCOUNTING & FINANCE (BAF) FROM M.L. DAHAMUKAR COLLEGE OF COMMERCE
- HSC FROM SATHYE COLLEGE OF COMMERCE, ARTS & SCIENCE WITH 60%
- SSC PASSED WITH 71.60%

TECHNICAL SKILLS:

- MSCIT
- TALLY ADVANCE
- DOAC COURSE
- TYPING (ENGLISH)

JOB EXPERIENCE:

1. CURRENTLY WORKING IN A NOVA CHEMI AS A LOGISTICS EXECUTIVE SINCE SEPT-2020
 - PREPARING SALES INVOICE
 - PREPARING & MAILING PURCHASE ORDERS,
 - FOLLOW UP FOR PAYMENT AND INCOMING & OUTGOING MATERIALS,
 - DOCUMENTATIONS (GMP, DMF, WS, PILOT SAMPLE, COA)
 - SENDING DISPATCH DETAILS TO PARTY
 - SOLVING QUERIES REALTED MATERAILS.
 - VENDOR MANAGEMENT
 - UPDATING AND MAINTAINING REACORD OF ALL ORDERS, PAYMENTS AND STOCKS.

2. 1/5 YEARS WORKS AS A RECEPTIONIST IN OMRON ELEVATORS PVT. LTD.

- WELCOMING CUSTOMER
- DATA ENTRY TELEPHONE OPERATOR,
- MAINTAINING DAILY EXCEL SHEET,
- ARRANGE MEETINGS, ATTENDANCE,
- MAKING QUOTATIONS, BILLS & INVOICE

3. 6 MONTHS WORKED AS RECEPTIONIST IN A SABKA DENTIST PVT.LTD.

- WELCOMING CLIENTS
- FILLING UP FORMS
- ATTENDING QUERRIES
- TAKING DOCTOR'S APPOINTMENTS FOR SURGERIES
- MAKING & ORDERING INDENT

Other information:

D.O.B. : 19th Nov. 1997

Residing: Borivali East

Gender: Female

Hobbies: playing cricket, reading Novels