

Hemali Bhatt

Add: - B-7, Vinay society, Part- 2, Ajwa Road, Vadodara-19, Gujarat.

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Career Objectives:

- Seeking a challenging career with a progressive organization where I can grow and groom myself.
- To secure a promising position that offers both a challenge and a good opportunity for growth
- To be a part of, and provide the best of my talent to the highly professional organization and to contribute most of my skills to achieve both Organizational as well as Personal goals
- To render my sincere service to an esteemed establishment which can brush my knowledge and provide bright prospects.
- I would be glad to be associated with a company that provides an excellent atmosphere for growth potential and initiative.

Educational Qualification:

Degree Educational: -

Sr. No	Degree	Year of Passing	Institute	Aggregate %
1)	Master of Commerce	2015	Mumbai University	56.00%
2)	T.Y.B.com	2013	Mumbai University	65.00 %
3)	Higher Secondary Certificate (HSC)	2010	Maharashtra Board	53.00 %
4)	Secondary School Certificate	2008	Maharashtra Board	52.00 %

Additional Educational Qualification : -

Sr. No	Degree	Year of Passing	Institute	Aggregate %
1)	Diploma in Import & Export	2017	Wellingkar institute of management	56.00%

Working Details: -

➔ **Currently Working in Orianaa Decorpack Pvt Ltd.**

From 7th June-2022 To Till Date

Role: - Business Development Executive

Responsibility:

- Replying to all types of customer inquiries with their required specification
- Mailing customers the quotes and following up for orders.
- Converting inquiries into orders
- Sending samples along with required documents
- Monitoring order forms
- Communicate progress internally and collaborate with a wide variety of internal teams including business development, billing, routing & technical departments.
- Sharing dispatch details with customers
- Conduct Daily meeting
- Updated with new information regarding clients & their movements
- Keep connecting new people & new customers
- Constant support to the marketing team to increase the turnover of the company
- Well research and information collection
- Scheduling marketing meetings
- Develop the company's name by providing the best quality product, solution, and service to customers.

➔ **Worked in Novaphene Specialities Pvt Ltd.**

From 19th January 2021 to 31st March 2022

Role:- Business Development Executive

Responsibility:

- Deliver product within established policies, procedures, standards and work flows.
- Data Base management consistently reviewing pipeline orders and positioning orders accordingly.
- Ensuring the efficiency of billing operations and handling invoices, payments and financial records.
- Mailing customers the quotes and follow up for orders.
- Preparing Export documents.
- Sending customers shipping documents and shipment details.
- Follow up with CHA for the shipping charges and other details till the export material reaches the destination.
- Replying to all types of customer queries (Domestic and Export).
- Expert in working in ERP system (TCSlon).
- Answering customer calls.
- Sending dispatch details to the customer.
- Prepared MSDS and TSE/BSE also if required on an urgent basis.

➔ **Worked in Regal Remedies Ltd (3 Years,7 Months) (From 17th June- 2017 to 16th January-2021)**

Role: - Sales Executive

Responsibility:

- Deliver product within established policies, procedures, standards and work flows.
- Data Base management consistently reviewing pipeline orders and positioning orders accordingly.
- Ensuring the efficiency of billing operations and handling invoices, payments, and financial records.
- Mailing customers the quotes and following up on orders.
- Preparing Export documents.
- Sending customers shipping documents and shipment details.
- Follow up with CHA for the shipping charges and other details till the export material reaches the destination.
- Replying to all types of customer queries (Domestic and Export).
- Answering customer calls.
- Sending dispatch details to the customer.

Also handled the Purchase department in the absence of the purchase team.

- Preparing Purchase order
- Request for quotation to the vendors
- Searching new vendors from the internet, magazines, and other sources.
- Follow up on the dispatch of material, accordingly informing the factory to plan the production.

COMPUTER SKILLS:-

- Microsoft Word, Excel, Power Point, Access (MS-OFFICE).
- Good Internet Knowledge.
- Fluent English Speaking

Strength:

- Positive Attitude,
- Hardworking and ability to work under pressure,
- Ability to reach goals Leadership quality,

Personal Attributes:

- Patience and Friendly
- Quick learner who can rapidly master all aspects of the job with limited training.
- Continuous learner, and Good Team Player

Personal Profile:

Name : Mrs. Hemali Bhatt
Date of Birth : 23rd December 1991
Sex : Female
Nationality : Indian
Languages Known : English, Hindi, Marathi.
Personal Interest : Listening Music, Honest to Work & Organization, Self-Motivated & always ready to learn new things.

Declaration: I confirm that the information provided by me is true to the best of my knowledge and belief

Date: _____

Place: _____

(Hemali Bhatt)