

BHUMIKA PATEL

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SKILLS

- Good Communication
- Teamwork
- Leadership
- Team Management

OBJECTIVE

To work in a dynamic and challenging environment where my knowledge is applied and enhanced.

EXPERIENCE

Kanan International	04/2022 -
Relationship Executive (Agent Division)	
Make sure the growth of active agents assigned by periodic training and personalized services, Conduct online sessions with their team (Monthly once), Need to call agents status-wise for close coordination with each student, Coordination with internal team, Recommend the best suitable program and colleges/universities as per student profile, Explain post-payment procedure to agents, Timely follow-ups for LOA & WT.	
Shree Ram Engineers	03/2021 - 03/2022
Sales & Purchase Coordinator	
Preparing Quotation and sending to the customer, Negotiate with customers and suppliers, Coordinat with dispatch,QC and purchase department, Filing important documents and communicating relevant information, Insure about the price, Handle the processing of all orders with accuracy and timeliness, Check the inventory and Sending and receiving the mails.	
Terrazzo (UAE)	02/2019 - 01/2021
Procurement Executive	
Prepare purchase orders and send copies to suppliers and to departments originating requests, Determine if inventory quantities are sufficient for needs, ordering more materials when necessary, Respond to customer and supplier inquiries about order status, changes or cancellations, Perform buying duties when necessary, Contact suppliers in order to schedule materials.	
Fetcher (UAE)	11/2018 - 12/2018
Customer Service Representative (Internship)	
Dealing with outbound and inbound calls, Checking for delivery Apply For Administrative Officer	
Dubai Park And Resort (UAE)	09/2017 - 09/2018
Customer Coordinator	
Collecting feedback from the customers, Dealing with the resort customers, Dealing with the customers queries, Providing information regarding the park.	

Royal Orchid Hotel

03/2015 - 07/2017

Banquet Sales Executive

Confirming banquet arrangements & menus, Before function checking proper set up, buffet, audio visuals, Timeline and also give attention to any special guest needs, Call customers to remind before for cut-off date, Maintain all client information and folders and Corresponding, Handling guest complaints.

EDUCATION

AMITY UNIVERSITY DUBAI

2017 - 2019

MBA in Operation Management

6.19 CGPA

SARDAR PAREL UNIVERSITY

2012- 2015

Bachelor Of Business Administration

7.63 CGPA