RESUME

Name: Mrs. Nisha Bijuraj

Address: 235/A/9189, Kannamwar Nagar -2, Vikhroli (E), Mumbai-400083

Mobile No: 8652326453

Email ID: nishabijuraj7@gmail.com

Carreer Objective:

Seeking good position in reputed organization which offer good environment to accept the challenging opportunities in company success, to having a continuous learning and creativity to enhancement thereby contributing to the organization.

Professional Experience:

Name of company: Entertech Enterprises

Designation: Technical Assistant

Period Of Work: 2 months -1997

Name of company: Eureka Forbes Private Limited

Designation : Office Assistant & Service Co-Ordinator

Period Of Work: 26 th June 2004 31st May 2007

Name of company: Oceanic Enterprises (Whirlpool)

Designation: Office Assistant

Period Of Work: Aug 2007 to may 2011

Name of company: Rudra Enterprises

Designation: Maintain Data, Data Entry Operator

Period Of Work: 13 July 2011 To 10 Jan 2012

Name of company: Shree Enterprises

Designation: Maintain Data, Data Entry Operator

Period Of Work: 21 March2012 to 3 December 2013

Name of company: PCI Analytics Pvt Ltd.

Designation : Sales Co-Ordinator

Period Of Work: 13 July 2015 (Currently Working)

Job Profile & Responsibilities:

* Attend Email & Telephonic Enquiries.

* Checking availability of required material as per the equiry.

* Preparing Quotation, Co-ordinate with sales person.

* Preparing Purchase Order & Co-Ordinate with logistic department.

* Processing mails of clients & taking feedback from client for service upgrade.

* Resolve Technical querry & attend Visitors.

* Quotation Follow up.

Academic Education:

T.Y.B.A completed from Nashik University with First Class (YCMOU)

H.S.C completed from Nashik University with First Class (YCMOU)

Diploma completed in Digital Electronics from Mumbai University with Second Class

S.S.C completed from Pune Board with distinction.

Other:

MSCIT (Computer basic & Internet)

English & Marathi Typing (40 W.P.M)

Persoal Details:

Date of Birth: 6th Dec. 1975 Maritial Status: Married

Sex : Female Nationality : Indian

Languae Known: Hindi, Marathi, Malayalam & English

Mrs. NISHA BIJURAJ

RESUME

Name: MISS. PRATIBHA M. KARADKAR

Address: 21/14 PARKSITE COLONY, VIKHROLI (W), MUMBAI-400079

Mobile No: 8652839020

Professional Experience:

Name of company: JAPRO ENGINEERING PVT.LTD

Designation : RECEPTIONIST

Period Of Work: 1 YEAR

Name of company: AKSHAY SUZUKI AUTO PVT.LTD

Designation : Office Assistant

Period Of Work: 1 YEAR

Academic Education:

S.S.C completed

Other:

TYPING SPEED 40 WPM

MS OFFICE

TELEPHONE OPERATOR

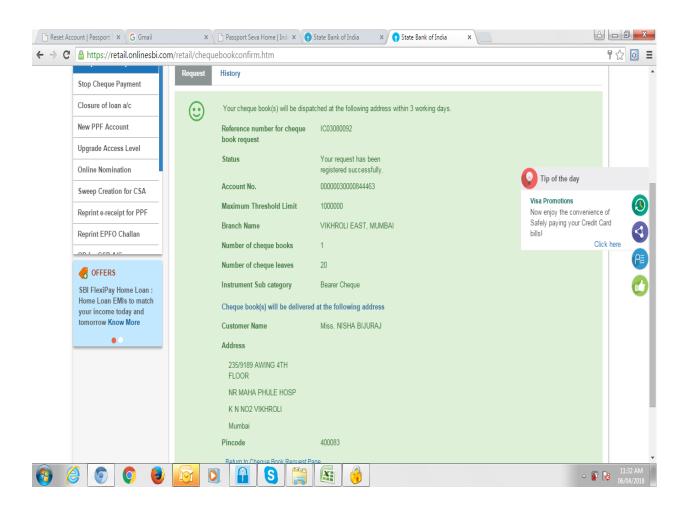
Persoal Details:

Date of Birth: 14th JAN. 1974 Maritial Status: SINGLE

Sex : FEMALE Nationality : INDIAN

Languae Known: Hindi, Marathi & English

Mrs. PRATIBHA H. KARDAK



RD/L0080/18 15.04.18 TO, THE CONCERNED SIR/MADAM THIS IS TO INFORM THAT MRS.UCHITA SANDESH MORE WAS WITH OUR ORGANIZATION FOR LAST 1 YEARS AS DATA ENTRY OPERATOR]. SHE WAS FOUND SINCERE AT HER WORK SHE IS LEAVING OUR ORGANIZATION FOR BETTER PROSPECTS AND WE WISH HER FOR THE SAME. FOR, **RAJ DIAGNOSTICS BIJURAJ BALAN**

RD/L0080/18 15.04.18

TO,

THE CONCERNED

SIR/MADAM

THIS IS TO INFORM THAT MRS.UCHITA ARVIND KUBAL WAS WITH OUR

ORGANIZATION FOR LAST 1 YEARS AS DATA ENTRY OPERATOR].

SHE WAS FOUND SINCERE AT HER WORK SHE IS LEAVING OUR ORGANIZATION FOR

BETTER PROSPECTS AND WE WISH HER FOR THE SAME.

FOR,

RAJ DIAGNOSTICS

BIJURAJ BALAN

RD/L0050/18 15.04.18

TO,

THE CONCERNED

SIR/MADAM

THIS IS TO INFORM THAT MR. SANDESH MORE WAS WITH OUR

ORGANIZATION FROM DEC 2015 TO JAN 2018 AS AN OFFICE BOY.

HE WAS FOUND SINCERE AT HER WORK HE IS LEAVING OUR ORGANIZATION FOR

BETTER PROSPECTS AND WE WISH HIM FOR THE SAME.

FOR,

RAJ DIAGNOSTICS

BIJURAJ BALAN