

**PRITI JARIWALA**

Borivali East , Carter road no 5, Mumbai 66

9137795717

priti.jariwala.pj@gmail.com

EXPERIENCE

- **Software options Pvt Ltd. Company was into designing of circuit maker.. and selling them majorly to engineering institute colleges all over india..** 1993 - 1996
Receptionist
Basic reception job like to attend calls and maintaining attendance register and making conveyance voucher for software engineers and logistics

Preparing broucher sets and drafting covering letter in name of individual institutes and send them via post to all over india to engineering colleges
- **Htp systems Pvt Ltd.** 1997 - End of 1999
Office cum purchase co-ordinator
1. Sitting at the reception desk and attending all incoming calls.
2. Doing data entry of purchase bill and sales bill in a particular dos based software..
3. Main job was handle purchase
A. purchase of peripherals to a make complete assembled pc, had to bargain and negotiate with 3 to 5 vendors and finalise the deal..
B. For brander computers like ibm, Compaq and hp.. had to get quotations and from the distributors (Godrej. Ingram. Iris and many more)
4. Logistics like sending delivery boys for delivery of computer and payment pickups
5. Arranging tempo on daily basis and taking care of octroi and in billing adjustments..
- **Insight business machines Pvt Ltd.** Mid of 2000 - Mid of 2003
Purchase and sales coordinator
1. Sitting at the reception desk and attending all incoming calls.
2. Making quotation for sales dept and making SOP
3. Main job was to handle purchase
A. purchase of peripherals to a make complete assembled pc, had to bargain and negotiate with 3 to 5 vendors and finalise the deal..
B. For brander computers like ibm, Compaq and hp.. had to get quotations and from the distributors (Godrej. Ingram. Iris and many more)
4. Logistics like sending delivery boys for delivery of computer and payment pickups
5. Arranging tempo on daily basis and taking care of octroi and in billing adjustments..
6. Doing payment followups..
7. Sales account solely handling of Navy and Bhaba atomic research centre which included visiting their ofc..
- **Multiple jobs** 1993 starting till I joined my official first job and - From 1999 end till mid of 2000
Variety's of jobs
A. Casttee recorder
B. Exhibition and event host
C. Org marg survey company as survey collector..
D. At a Lic agents ofc selling policy on salary basis..
E. Computer hardware yearly maintenance contract selling as tele sales..
- **Freelancer (hardly)** Since last 4 years - It's very rare and seasonal
Home beauty treatment..

PERSONAL PROFILE

- Date of Birth : 18/06/1979
- Marital Status : Married
- Nationality : Indian
- Known Languages : English Hindi gujarati
- Passport : I have



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