

CURRICULUM VITAE

Heta Dodhia

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Career Objective:

To secure a position, where I can effectively contribute my skills in managing the administration of the firm, which offers professional growth while being resourceful, innovative and flexible.

Educational Qualifications:

Discipline	School/college	Board/ University	Year of Passing	%
Commerce Stream	K.J.Somaiya College Of Arts & Commerce	Mumbai University	2009	42
Commerce Stream	K.J.Somaiya College Of Arts & Commerce	M.S.B.S.H.E (Mumbai)	2005	51
S.S.C	Convent Girls High School	M.S.B.S.H.E (Mumbai)	2003	58

Experience:

1) Organisation : Pharomeasy

Duration : 16th June 2018 to present

Designation : Customer Delight Officer

Job Description

Handling customer queries over the calls regarding medicine orders .Also guiding them with various new offers .

Previous Experience

1) Handled officework of my uncle in his business (helping hand) .I couldn't work outside in any organisation due to ill health of my dad. Dad passed away in January 2018.

Job Description

- a) Handling billing work . Calling up clients and enquiring them about their requirements and reminding them about the balance payment.
Handling new enquiries. Taking care of stock and also of invoicing.

2) **Organisation** : Veggies and More Private Limited
Duration : 07th August 2012 to 10th January 2013
Designation : Call co-ordinator
Job Description

- a) Calling up the clients and informing them about the various prices of fruits and vegetables and taking their order over the phone. Taking care of the order so that it is delivered on time as per the clients request and then calling up the client and taking feedback. Maintaining all details in excel sheet.
(Reason of leaving is office got shifted)

3) **Organisation** : Global Innov Source
Duration : 07th March 2011 till 07th July 2011
Designation : Recruiter/Consultant (Contract basis)
Job Description

- a) Sourcing the candidates from various job portals then calling up candidates and telling them openings that are there with us also the benefits that they will get if they join our company and convincing them to go for a job change.

Skill Acquired:

- Self Motivation
- Positive Thinking
- Patience
- Acquiring in - depth knowledge of the product.

4) **Organisation** : Global Infotech Enterprise Solutions Pvt Ltd
Duration : November 2010 to December 2010
Designation : Consultant
Job Description

- a) Calling up candidates and telling them about the various trainings provided by the organisation and lining them up for free counseling session with us.

Skill Acquired:

- Self Motivation

- Positive Thinking
- Patience
- Handling stress and improvising effectively

5) **Organisation** : Zycus Infotech Pvt. Ltd
Duration : April 2007 to June 2007
Designation : Consultant (contract basis)
Job Description.

- a) Calling up the candidates and explaining them about the company and the work profile and the benefits of joining the company convincing them and lining them up for interview.

6) **Organisation** : Marco Export & Heta Export Agency
Duration : March 2003 to April 2017
Designation : Helping Hand
Job Description.

- a) Was working on MS-Word ,preparing documents.
- b) Was handling all the computer related work.

Computer Skills:

Dos, Logo, Computer Fundamentals, Q Basics, Windows 98, Word, Excel, Power Point, Foxpro 2.6

Done various projects on aids ,breast cancer.

Hobbies & Interest.

Reading , Dancing , Listening To Music , Learning New Things , Exploring Life.

Languages known.

English, Hindi, Gujarati, (Known a bit of Marathi Too.)

Current CTC : RS 2,35,524/-

Personal Profile:

Name : Heta Dodhia
Father's Name : Ramesh Dodhia
Date of Birth : 29-06-1987
Sex : Female
Marital Status : Single
Nationality : Indian
Qualities : Honesty, Punctuality
Permanent Address : Flat no 22, 2nd floor, Gangamai Bldg.
Behind Mamta {D} Bldg.
New Prabhadevi Road.
Prabhadevi.
Mumbai 400025.

Declaration:

I hereby declare that the above-mentioned information is correct up to my knowledge and I bear the responsibility for the correctness of the above-mentioned particulars.

Date:

Place:

(Heta Dodhia)