

## RESUME

**Name :** Mrs. Nisha Bijuraj

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

**Mobile No :** 8652326453

**Email ID :** [nishabijuraj7@gmail.com](mailto: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 31<sup>st</sup> 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 enquiry.
- \* 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 query & 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 : 6<sup>th</sup> Dec. 1975      Marital Status : Married

Sex : Female      Nationality : Indian

Language 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 : 14<sup>th</sup> JAN. 1974      Marital Status : SINGLE

Sex :      FEMALE                      Nationality : INDIAN

Languae Known : Hindi, Marathi & English

Mrs. PRATIBHA H. KARDAK

Reset Account | Passport : x

Gmail x

Passport Seva Home | Indi x

State Bank of India x

State Bank of India x

https://retail.onlinesbi.com/retail/chequebookconfirm.htm

Stop Cheque Payment

Closure of loan a/c

New PPF Account

Upgrade Access Level

Online Nomination

Sweep Creation for CSA

Reprint e-receipt for PPF


Reprint EPFO Challan

OFFERS

SBI FlexiPay Home Loan :  
Home Loan EMIs to match  
your income today and  
tomorrow [Know More](#)

Request

History



Your cheque book(s) will be dispatched at the following address within 3 working days.

Reference number for cheque book request

IC03080092

Status

Your request has been registered successfully.

Account No.

0000030000844463

Maximum Threshold Limit

1000000

Branch Name

VIKHROLI EAST, MUMBAI

Number of cheque books

1

Number of cheque leaves

20

Instrument Sub category

Bearer Cheque

Cheque book(s) will be delivered at the following address


Customer Name

Miss. NISHA BIJURAJ

Address

235/9189 AWING 4TH  
FLOOR  
NR MAHA PHULE HOSP  
K N NO2 VIKHROLI  
Mumbai  
Pincode 400083


[Return to Cheque Book Request Page](#)


 Tip of the day


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













































11:32 AM  
06/04/2018

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