

FROM:
Mamata Ravindra Dalvi
B/12,Monarch Castle,Hanuman Road,
Vile Parle(east), Mumbai – 400 057, Maharashtra
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Attn:- HR Dept./Concerned Person

This letter is to introduce myself & to let you know of my interest in becoming a part of your organization. The enclosed resume will furnish you with information concerning my overall employment background, training, education & skills. My work abilities are substantiated with experience & knowledge.

In my previous job experiences, I have performed my assignments with a high degree of skill & professionalism. I am confident that my skills will be an asset & have a favorable impact on your business.

I look forward to hearing from you in the near future & hopefully to schedule an interview in which I hope to learn more about your organization, its goals & plans & how I may be able to contribute to its continued success & growth.

Thank you for your time.

Best Regards
Mamata Dalvi.

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Mumbai – 400 057, Maharashtra
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Personal Profile

To build and nurture a successful career in operations which allows me to apply my education in management together with my analytical skills and provide me potential for further professional growth.

Professional Qualification

- **Masters of Arts, 1995**
- **Diploma In Business Management, 1996-97**

Educational Qualification

- **Bachelor of Arts (B. A), S.N.D.T college, 1993**
- **Higher Secondary Certificate (H.S.C.),
Maharashtra State Board, 1990**
- **Secondary School Certificate (S.S.C.),
Maharashtra State Board, 1988**

Personal Information

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- **Date and Place of Birth** : 31/ 08/ 1972, Mumbai
 - **Marital Status** : Single
 - **Religion** : Hindu
 - **Linguistic Proficiency** : English, Hindi, Marathi.
 - **Interest** : Travelling, Watching Movies & Listening to Music.

Work Experience

**** Company Name: Electronics devices worldwide pvt.ltd. -Andheri**

Designation: Sales Coordinator

Duration: 02nd June 2015 to 04th June 2022

Experience: 7years 3days

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Company Profile: Indian Manufacturer and Exporter of Induction Wad Sealing machine, Flip top folding machine , Wadding machine ,Vision Inspection , Slitting machine and Cap assembly machine ,Their factories at Umbergaon and Andheri

Job Responsibilities:

- 1.After Joining I had start my carrier with Mktg dept. as New Business development so here I search data for calling that time our company didn't have any data base for calling so I had search data for calling from various business sites eg.India Mart, Trade India ,exporters India and etc. then I called and generate leads or develop New business
2. From cold calling enquiry fwd. to engineer and follow all enquiry till order received
3. So many times, I had help engg for closing order
4. Last 5yrs Give Quotation to Customer, also follow up with customer for payment
5. From last 4years Sales Engineer Sales order data preparing with discount level Fill data in google sheet
6. Follow up with Customer Bottles / Jars/caps courier parcel for trial 7. Arrange Sales Engineer Visits with Customer for Machine

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7.I have Knowledge of CRM

***** Company Name: Jayant Kumar and co.**

Designation: Export documentation executive

Duration: 14-July-2008 TO 10-july- 2014

Experience: 6 years

Company Profile: Its agro product based company, exporting goods i.e. kinds of sesame seeds, rice, cummin seeds, fennel seeds, chillies and hps groundnut kernels worldwide like U.S.A Mexico, New Zealand, Dubai, Algeria, turkey, china, Vietnam, Ukraine etc. Container stuffing location from factory Rajkot and Veraval also some time from cfs.

Containers loading from Mundra, Pipava , Chennai, Jahawarlal Port-Nhava Sheva , Kolkata and Kanpur_

Job Responsibilities:

- 1) Send Offer Email to Customer after take confirmation with Director; follow up Customer until Purchase Order I am doing Received whole process via Email only. After Getting confirmation from Customer Order Confirm or Purchase Order procedure start:
 - *Pre export documentation: Prepare Sales Contract email to customer follow up for same till get signed Contract from customer with Bag Marking**
 - * Purchase Order emailed to Factory people with New Customer Invoice for Custom purpose and their Preparation of goods and give Paper Bags Order with Customer marking****

- * As per Purchase Order and delivery period accordingly Book Freight it also Book Dollars for For same purchase order prepare bank request letter along with purchase order for booking \$
- * After Booking good price Freight and confirm goods loading port email whole details to Custom House Agent (CHA) it same way follow for Bags delivery at factory
- * Prepare Shipping Instruction with customer marking email to factory people and CHA
- * Prepare GSP or Apta as per Customer countries port rule
- *Apply for Fumigation Certification, As per Goods and customer requirement will give Empty Container 20ft' and 40 ft.' for fumigation instruction to PCI india and get Empty container certificate and Fumigation certificate
- * Also follow up with Factory people for Goods are ready for filling yes or no as per if Good is ready fill so call CHA for container also follow for PHYTO Sanitary Certificate
- * Email B/L Draft to CHA or Freight Forwarder, For USA I had submit ISF details to CHA
- *For Groundnut and Chilli Shipment Port require IOPEA certificate so I had online apply For same follow for Original certificate, Chilli and Groundnut Shipment IOPEA certificate Is must with Local Municipal Corporation Certificate
- *After preparing Container for shipment follow with CHA for Shipping Bill and other certificate
Confirm B/L draft to CHA or Freight Forwarder
- *As per purchase order follow all Instruction if someone customer require Insurance with Shipment so apply online with IFFCO TOKYO Insurance Company and get insurance
- *Follow with Factory people for Third Party Goods Inspection Certificate from Quality Services and Solution / SGS India etc.

2.*Prepare Post Documents :

- * Confirm B/L with CHA or Freight forwarder for Original B/L follow for the same
- *Prepare Commercial Invoice or Final Invoice for the same
- *Follow for all Certificate with Factory People, CHA and Freight Forwarder
- *After getting all Original Certificate prepare in line and scanned and email to customer For payment like Telegraphic Transfer / Advance Payment etc.
- *After getting Docs. Confirmation and Payment received give whole docs. Bunch submit in bank
- *Give them Covering letter showing Booking dollar number and etc. for same apply for BANK CERTIFICATE RELAISATION (BRC)
- *After complete whole procedure with this Shipment follow for Original BRC with Bank stamp and sign Export dept. head And Custom Export Promotional copy for DGFT application

3. Other work :

- *Prepare Bank RTGS for Our broker who supplies us goods
- *prepare Packing Credit Docs.
- *Broker Commission Docs. For Bank
- *Monthly Stock Statement to Bank
- *ECGC monthly premium paid online so I had paid this via online, prepare ECGC Credit limit docs.
- *Spice Borad –Navi Mumbai online Quarterly Data Submission
- *APEDA online monthly application
- *BANK ADHOCK LIMIT AGAINST EXPORT CONTRACT

**4.*After getting Original Export Promotional copy and Bank realization certificate
Apply for DGFT license like FMS, FPS and VKGUY)**

- *after apply for license after few days login and check have it pass or any query arise
If query arise take help senior and give ratification to them**
- *if license get easily then send whole docs with license for Customer Verification
And follow for the same**

***after getting Customer authorized license sale to concern origination who need this
license For goods import**

***I know whole procedure of EXPORT HOUSE application**

Current CTC –Rs.272000/- Expected

CTC -Rs.325000/-

Language Writing - English , Hindi, Marathi

Languages speaking : English , Hindi, Marathi , Gujarati and Punjabi

Strengths:

- Enthusiastic and Hard Working**
- Process Positive Attitude**
- Confidence and Quick Learner**
- Responsible towards work**
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Skill:

- Communication skill**
- Customer service skills**
- Computer application (MS word, MS excel, Gmail, Outlook operation etc)**

**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 particularly.

Date:

Signature

(Mamata Dalvi)