

## Resume

**Name** : Pratihtha Sharma Jaiminy  
**Present Address** : 81 amrit palace ,nipania ,indore  
**Permanent Address**: DK-1 house no.162 sch.no.74-C vijaynagar indore.  
**Mobile** : 9039088713  
**E-mail** : [Pratishthasharma05@gmail.com](mailto:Pratishthasharma05@gmail.com)  
Pratihtha\_sharma05@yahoo.com



### PROFESSIONAL SUMMARY

#### Seeking assignments in exports with an Organization of repute.

- Approximately seven Year of experience in handling Pre /Post shipment process for a reputed Firm.
- Proficiency in handling sales and marketing activities in domestic market.
- Deftness in understanding client's requirement and resolving their queries.
- A good negotiator with expertise in providing high value-added services to customers for enhancing their contentment level

### WORKING PROFILE :

#### Present Working in Edumeta i-School As a Branch Admin Head Cum Teacher :

July,19---Till Date

- Looking over all branch administration.& management of staff
- Handling inquires & Admission Process
- Handling student & teaching them on absence of duty teacher.
- Circulate daily teaching plan to teachers
- Scheduling exams & Preparation of report cards
- Conducting celebration on various festivals.
- Handling of staff & solving related queries of staff
- Handling PTM & solving related queries of parents.

**Co Name :- Assocaited Small Industries -Indore**  
Sr. Coordinator

**Jun'15 – Jan'17**  
[01 year & 06 months]

#### Responsibilities :-

- Coordination with senior.
- Reporting to director.
- All correspondence through mail handling.
- All coordination with staff & hr for all daily routine work.

**Co.Name : Metal Man Industries – Indore**  
Export-Import Executive + Marketing Executive

**Feb ' 10 – May '15**  
[ 04 years & 06months]

#### Responsibilities:

- Customer wise preparation of the export documents as per letter of credit for both Pre/Post shipments.
- Monitoring of LC payments, communication exchange with the plant and customer.
- Collecting & collating data and reporting the same to the management for facilitating decision making process.
- Customer Relationship Management for efficient servicing and providing information update on products to customers.
- Forge relationship with clients for repeat & continued business; handling clients, priority.
- Efficient servicing and providing information update on products to customers.
- Preparations of Import Log Sheet against import of scrap materials +
- Doing marketing through mails for a particular segment.
- Forwarding the enquiries to the senior level for the further processing.
- Monitoring of payments.
- Maintaining day to day dispatch report from the factory
- Coordinating with mumbai office for enquiries & payments.

**Co. Name : Softvision College -Indore**  
Visting Faculty

**May- june 2011**

#### Responsibilities :

- Maintain day to day office work
- Preparation of question papers.
- Teaching Management students BBA [FT].
- Providing all related information according to syllabus to the students.

- Coordinating with the DAVV university with all important information

---

### PREVIOUS EMPLOYEMENT

**Co.Name : Vardhman Creations – Panipat**  
Documentation Executive

**Jan'08-Jan'10**  
[02 years]

Responsibilities:

- Preparation of documents.
- Maintaining day to day shipments records.
- Reporting to the senior level for their shipment status.
- Contacting from the senior level for the booking of the vessel.
- Contacting with CHA for booking of vessel as per company needs [ i.e. 20 feet , 40 feet ] for a particular shipments.
- Keeping records in the excel file for the vessel booking & take planning schedule from the senior level to book the vessel for next shipments.
- Maintain day to day dispatch report from the factory.
- Contact transporter for vehicles & arrange them for dispatching material from factory to port.

**Co.Name : Metal Man Industries – Indore**  
Export-Import Executive

**July-'06 – Oct'07**  
[ 01 year & 04 months]

Responsibilities:

- Customer wise preparation of the export documents as per letter of credit for both Pre/Post shipments.
- Monitoring of LC payments, communication exchange with the plant and customer.
- Customer Relationship Management for efficient servicing and providing information update on products to customers.
- Efficient servicing and providing information update on products to customers.
- Preparations of Import Log Sheet against import of scrap materials

---

### TECHNICAL EXPERTISE

- Office Equipment: Fax machines, photocopiers, video conferencing ,and general office equipment
- Computer: MS Office: Word, Excel and PowerPoint

---

### SPECIAL SKILLS

- Customer service
- Office procedures
- Record maintenance
- Mail handling
- Letter Drafting
- Routine banking work

---

### Educational Qualification:

Professional:

Degree : Master in Foreign Trade ( MBA-FT)  
College : IIFTR – Indore  
Year of Passing – 2006  
Percentage : 70%

Degree : BSc [ Hons] Computer Science  
College : MRSC – Indore [ DAVV ]  
Year of Passing - 2004  
Percentage : 60 %

---

### Additional Information:

- Ability to work under pressure.
- Always ahead towards achieving the targets assigned.

Languages Known :

HINDI , ENGLISH

---

### Personal Details:

**Date of Birth** : 01<sup>st</sup> March 1984  
**Gender** : Female  
**Work Experience** : Approx. 07 Years  
**Marital Status** : Married

I hereby declare that all the information provided by me in this application is factual and correct to the best of my knowledge and belief.

**Signature: PRATISHTHA SHARMA JAIMINY**

