

Priti Mourya

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Career Objective:

Seeking position to use my skills and abilities in industry that offers professional growth while being resourceful, innovative and flexible. With my constant urge to learn new things and develop myself, I want to utilize my knowledge and skill for the growth of my organization and self as well as to achieve expertise in the allied field through continuous learning with right attitude.

Academic Qualifications:

Name of sch/colleges	Name of University	Sem	Year of Passing
Sarvodaya Balika Vidalya	Mumbai University	SSC	2007-2008
Durgadevi Saraf College	Mumbai University	HSC	2009-2010
Durgadevi Saraf College	Mumbai University	Ty Bcom	2013-2014

Work Experience's:

Employer Pyramid Technoplast Pvt Ltd
Title Sales Coordinator

Job Summary:

- Handling customer Inbound and outbound calls.
- Maintain relations with existing clients for further leads.
- Taking orders from new and existing vendors.
- Preparing quotation as per client's requirements and quires.
- Co-ordinating with all departments for smooth functioning of production planning & Inventory.
- Daily follow to the customer's for payment.

Work Experience's:

Employer Power Print Cartridges Pvt Ltd

Title Sales Coordinator

Job Summary:

- Handling customer Inbound and outbound calls.
- Maintain relations with existing clients for further leads.
- Taking orders from new and existing vendors.
- Preparing quotation as per client's requirements and quires.
- Making invoice and Dispatching materials on time.
- Co-ordinating with all departments for smooth functioning of production planning & Inventory.
- Supporting purchase team for purchasing materials and negotiable.
- Daily follow to the customer's for payment.

Employer Jet tec info-consumable India Pvt Ltd

Title Assistant Executive Sales & Marketing.

Job Summary:

- Generating leads from cold calling and follow up
- Handling customer Inbound and outbound calls.
- Maintain relations with existing clients for further leads.
- Taking orders from new and existing vendors.
- Preparing quotation as per client's requirements and quires.
- Making invoice and Dispatching materials on time.
- Co-ordinating with all departments for smooth functioning of production planning & Inventory.
- Supporting purchase team for purchasing materials and negotiable.
- Daily follow to the customer's for payment.

Employer Branda Daddy Pvt Ltd

Title Accounts Dep.

Duration 4 Month

Job Summary:

- Worked in Billing Process.

- Handle Clients Invoice and Stock.
- Daily Follow to the Clients Regarding the Pymt.
- Attending Daily Attendance Sheet.

Summer Internship:

Organisation: Vodafone Limited
Position : Tele Caller of Billing Dep.

IT PROFICIENCY

1 Working Knowledge Excel, Basic & Internet and Tally.

PERSONAL DETAILS

Father's Name : Mr Rajkumar Mourya
Date of Birth : **23rd June1992**
Marital Status : Married
Hobbies : Listening music, surfing Internet and Travelling.

DECLARATION

I hereby declare that the above mentioned information is true to my knowledge and belief.

(Priti)

Place: Mumbai