#### C:\Users\Preetam\Desktop\pramita_photo3.jpgCURRICULUM VITAE

**PRAMITA**

**PRAMITA.152906@2freemail.com**

**OBJECTIVE :**

Seeking a challenging career in Secretarial/ Co-ordination /Administration where my enthusiasm and conceptual skills could be utilized and contributed to the management of related operations.

#### KEY SKILLS AND COMPETENCIES:

1. Confidentiality and trustworthiness to work with sensitive information in a professional and confident manner.
2. Initiative and follow up skill. Can prioritize tasks and manage time in a consistent manner.
3. Strong ability to multitask and to handle work pressure.
4. Effective organizational and decision making skills.
5. Computer skills including spreadsheet, word processing programs and e-mail at a highly professional level
6. Vendor development and relationship. New product development and sourcing.
7. Buying skills- Negotiation, contract, terms and price control.
8. Sales process knowledge and back up skill.

**AREAS OF COMPETENCE**

1. Administration / Secretarial
2. Co-ordination / Trade & Import

#### ACHIEVEMENTS:

1. Successfully developed vendors in Asia- Singapore, Thailand, China.
2. Managed and built up vendor relationships with Sony, Yamaha, Philips.
3. Negotiated successfully with all vendors to give advantage to my company.
4. Managed excellent client/customer relationships to support company sales team.

###### WORKING EXPERIENCE (18 YRS)

***Employee Benefits Coordinator***

EHL Management Services (WELCARE GROUP) Feb 2012 to June’12

* Administered the employee benefit program for the Group which includes staff medical insurance, uniform administration and mobile/sim card management.
* Responds to company employee benefits questions and requests, such as benefits coverage, procedures related to benefits administration.
* Collaborate with the HR Departments for insurance memberships and updating and distributing information to employees regarding benefit policy changes.
* Any other tasks assigned by the Head of Department.
* Responsible for registration of Nurses with ENA (Emirates Nursing Association)

***Executive Secretary***

M/s. Commodities Intertrade Gen. Trdg. LLC., Dubai Aug.2008 to Aug.2011

* Report directly to the Management & coordinate with all departments. Act as an effective interface with business partners and prospective clients.
* Manage CEO appointment desk / calendar.
* Follow up with various department managers on tasks assigned by the CEO and ensure completion.
* Coordination with the sales staff, compiling Sales Report and submitting the same to Management for review.
* Preparation of Quotations / Proforma Invoices / LPO’s.
* Handle all correspondences, route them, draft replies and ensure mails are dealt with efficiency.
* Manage data / department filing / document management.
* Correspondence and price negotiation with suppliers.
* Ensure the smooth operation of the office, including phone calls, attending to visitors, arranging meetings / rooms, stationery.
* Liaise with all internal departments and organize business itineraries, travel arrangements & hotel bookings.
* Ensure timely renewals of staff medical insurance and all company related insurance like Motor, Money, Fire, Fidelity, Keyman & BUPA claims.

***Buying Officer***

Al-Rams Group of Companies Aug.2004 to July 2008

* Managed major vendor accounts like Yamaha, Sony & Philips.
* Built good buying relationship. Planned buying cycles.
* Negotiated quarter wise pricing and stock allocation.
* Reviewed sales to inventory ratios. Tracked supply and demand issues.
* Managed the buying pipeline to order refill/replacement stocks.
* Monitored market demand and synchronized with order and inventory.
* Controlled buy in and sell-in pricing to maintain product line profit for company.
* Tracked market information on competitor’s activities.
* Follow up with vendor for the cargo status & updating the customer case by case on the current cargo status or loading status.
* Follow up with Vendors for necessary documents to release the cargo upon arrival.
* Maintaining complete control over the shipments.
* Completing the billing process before the vessel arrives at the destination and passing the file to accounts department for posting the invoice.
* Coordinating with shipping line to check for the ETA / ETD.

***Executive Secretary***

Al-Rams Group of Companies Aug.2000 to July 2004

* Reported to the Managing Director of the Company.
* Providing Secretarial support to the Senior Management.
* Make and record appointments. File correspondence and other records.
* Receive and process incoming and outgoing mails.
* Do business correspondence on behalf of the organization.
* Liaise with all internal departments for meetings / conferences.
* Organize business itineraries, travel arrangements & hotel bookings.
* Organize conferences, meetings and social functions.
* Prepare Minutes of the Meeting.
* Maintain record of existing & new customers for follow up and business promotions.
* Handle clients’ queries & redress their grievances.

***Administration Assistant***

Al-Rams Group of Companies Aug.1996 to July 2000

* Provided sales and general administrative support to company staff.
* Coordinated with internal departments.
* Provided back up to sales teams and HR teams on client and staff issues.
* Processed sales orders to complete transaction.
* Processed internal staff issues, applications and requests on internal work and location issues
* Highlight problems and issues to management, generated management solutions and resolved client and staff issues.

***Executive Secretary***

Kalamazoo Business System Oct.1995 to Mar.1996

***Executive Secretary***

Image General Trading. Jan.1994 to Dec.1994

**EDUCATION**

**Graduate**: Bachelor of Science (Physics), KJ Somaiya College- Mumbai

SOFTWARE SKILLS

1. Familiar with Oracle enterprise software
2. Fluent and proficient in MS office.

**PERSONAL DETAILS**

1. Date of Birth: 27th December 1967
2. Nationality: Indian.
3. Marital Status: Married.
4. Visa Status: Husband sponsorship

# Languages Known: English, Hindi & Marathi