**Priyanka**

Email: priyanka.381078@2freemail.com

 **Objective:**

 To be a part of a reputed organization where in I can fulfill my job objectives to help in the growth of organization.

**Educational Qualification**:

HSC

**Computer Proficiency:**

MS Office

**Work Experience:**

**Company**: **SUNDATA PROCESSING.**

**Department: Front Office**

* **Designation:** Receptionist
* Experience: June 2007 to 2009
* **Designation:**Sales Cordinator
* Experience: 2009 to 2012
* **Designation**:Sr.Dispatch head
* Experience :2012 to 2017

**Receptionist Roles:**

* Handling all incoming and outgoing calls
* Making Calls to client given list by respective person
* Taking a Message if person not on desk and giving them reply

**Sales Cordinator Roles**

* Coordinating with branches, & clients.
* Maintaining the MIS report of daily

 activitivity done by the Branch Sales Executive.

* Generating automated reports on daily basis.
* Taking orders from the clients like Barcode labels, Printers and Scanners products.
* Finalize order confirmation payment follow up
* **C**hecking Outlook Mails.

**Dispatch Department Roles**:

* Checking Invoice qty with Material
* To give for packing material in box
* To give Parcel to courier perso
* Updating client courier details
* Cordinating with client about parcel till it reaches to them.

Hobbies

Listening to Music , Cooking

 **Personal Information**

Nationality : Indian

Date of Birth : 23rd June, 1988

Sex : Female

Marital Status : Married

Languages Known : English, Hindi, Gujarat