

Curriculum vitae

Mrs. Prajakta Harshad Golam
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CAREER MISSION

To be engaged in a reputable work in a dynamic organization offering opportunities for career growth and dynamic interactions to utilize my professional knowledge, skills, experience, ability and competence.

ACADEMIC QUALIFICATIONS

Class	University/ Board	Year
T.Y. B.Com.	Mumbai University, Mumbai	March, 2010
Higher Secondary	Maharashtra State Board of Secondary& Higher Secondary Education, Pune	March, 2005
Secondary	Maharashtra State Board of Secondary& Higher Secondary Education, Pune	March, 2003

IT EXPOSURE

- Expertise with Microsoft Office Professional, including Word, Excel, Power-Point& Internet Options.
- MS-CIT, English Typing 30 wpm,

WORK EXPERIENCE

CREDMUDRA PVT LTD

Period: May 2021 to at Present

Designation : Backend Manager

Responsibilities:

- **MIS Maintaing daily basis**
- **Follwups with customer for documents**
- **coordinating with sales team**

M/S SUDARSHAN PHARMA LIMITED & SACHIN CHEMICALS

Period : February 2021 To APR 2021

Designation: Logistic Executive

ACCOMPLISHMENT

Responsibilities:

- Responsible for tracking, receiving, and stocking all items ordered
- Delivery from warehouse to wholesalers, Retailers and Consumers
- Coordinate and directs transportation needs at multiple facilities in order to make pickups and deliveries in an efficient and timely manage
- Promptly follow-up with delivery of goods from production; and any follow up resolutions for complaints

M/S Jeevan Chemicals Pvt Ltd

Period: OCTOBER 2018 TO DECEMBER 2020

Designation: Export & Import Executive

ACCOMPLISHMENT

Responsibilities:

- Handling Import Export documentation, tracking shipment movement and following up with CHA
- LC drafting & preparing other Export & Imports related documents.
- Coordinate with Banks for LC and payment and other activities.
- Updating the dispatch status to overseas customers and being in touch with them.
- Pre-Shipment , Post Shipment Documents

M/ S CREATOMAC.

Period: NOVEMBER 2011 to AUGUST 2018

Designation: Sr. Sales Executive and Tender Executive

ACCOMPLISHMENT

Responsibilities:

Scrutinize Tender Opportunity

- Preparation of Tender Documents
- Submission of Tender Through Offline & Online Mode
- Making Bank Guarantees & Performance Bank Guarantee
- EMD Follow-ups
- Online Registrations
- Tender Execution
- Sales Bill Entries
- Responsible For All Office Correspondence
- Communication With All Clients By E-mail as well as Telephone
- Maintain Staff Data, Preparation Of Cheques

Experience of online registration & tender Bidding in various sites:-

- Www.eprocure.gov.in
- Www.mahatenders.gov.in
- www.nprocure.com
- Www.mpeproc.gov.in
- Www.govtprocurement.delhi.gov.in
- Www.eproc.rajasthan.gov.in
- Www.tenders.ongc.co.in

OM JEWELS

Period: June 2009 to July 2011

Designation: Office Executive

ACCOMPLISHMENT

Responsibilities:

- Vouching of Various Books like Purchase book, Sales Book.
- Supplier Payment through RTGS.
- Preparing Receivable Report as well as Follow the same on daily basis.

PERSONAL DETAILS

Date of Birth : December 15,1987
Nationality : Indian
Marital Status : Married
Languages known : English, Hindi, Marathi
Hobbies : Reading, Lassoing music
Key of Success : My devotion, sincerity, hard work towards every task or responsibility given to me or chosen by me.

Permanent Address: 18/D-2 Dattakrupa Co. op. Soc. Near Managlmurti Hospital,
Gorai Bridge, Gorai-1, Borivali (West) Mumbai – 400 092

DECLARATION

I hereby declare that the above mention details are true to the best of my knowledge and belief.

Place: Mumbai

Date:

Prajakta H. Golam.