



VANDITA DARJI

CAREER OBJECTIVE:

To use my education, work experience and skills in the best possible way for achieving company's goals / targets assigned to me from time to time.

CONTACT

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Current Address:
Apartment # 702, Al Awazi 2
Building, Al Raffa, Dubai, U.A.E.

UAE VISA STATUS

Visa type: Visit
Entry Date: 24th April, 2022.

EDUCATION

- Masters of Business Administration (Finance) from K.S. School of Business Management in 2013 batch with 3.43 Grade (Out of 5).
- Bachelors of Business Administration from K.S. School of Business Management in 2011 batch with 65.14%.

WORK EXPERIENCE

1. Knack Packaging Pvt. Ltd., Ahmedabad.

- Marketing Coordinator from 1st June, 2020 to 20th April, 2022.
- **Roles and Responsibilities:**
 - The main role is to do coordination between Agents & Traders and the company.
 - Receiving and processing purchase orders in the CRM.
 - Verifying orders, including customers' personal information and payment details.
 - Contacting customers by phone or email to answer queries and obtain missing information
 - To take follow up with Agents & Traders regarding due and overdue payments.
 - To take follow up of pending orders on behalf of the Agents & Traders and communicate status of the orders to the respective Agents & Traders.
 - Compiling monthly sales reports of Agents & Traders and present it to the Management in Monthly meetings.
 - Forward the complaints / queries received from Agents & Traders to the respective department.
 - Take follow up of the complaints / queries raised from relevant department until the problem is resolved.
 - To participate in the different Tenders and take follow up for the same.

2. Eklavya Education Campus, Ahmedabad

- Teacher from August 2017 to March 2020.
- **Roles and Responsibilities:**

SKILLS

- Operating Systems: Windows 95/98, Windows XP, Windows 10
- Application knowledge: SAP, CRM, MS-office
- Good typing speed
- Good Communication Skills

LANGUAGES KNOW:

- English – Fluent
- Hindi – Fluent
- Gujarati – Native

- Present lessons in a comprehensive manner and use visual/audio means to facilitate learning.
- Create and distribute educational content (notes, summaries, assignments etc.)
- Assess students' progress and provide grades and feedback.
- Maintain a tidy and orderly classroom.
- Collaborate with other teachers, parents in regular meetings and discuss regarding student's growth and progress.

3. Krishna Investments, Mumbai

- Back Office Executive from May 2016 to May 2017
- **Roles and Responsibilities:**
 - To manage day to day administrative tasks.
 - To assist and coordinate with the sales teams.
 - preparing financial reports, managing financial transactions of customers.
 - Take cash and cheque from customers of their LIC and/or Mutual fund instalments.
 - To attend calls from customers and solve their queries and doubts.

4. Mascot International, Ahmedabad

- Back Office Executive from October 2014 to September 2015
- **Roles and Responsibilities:**
 - To attend calls from customer who want to paint their homes and ask for color options.
 - To call sales person of respective area and give them all details about the customer home i.e., customer name, Address, contact number, etc. so that he can go there and take photographs of customers' house.
 - To put the images of customers' homes mailed by Sales person into the system developed by Asian paints and fill the color options in it.
 - To solve queries of customers.
 - Take follow up with sales persons regarding due and overdue payments.