





JYOTI NAVALANI

CONTACT

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 DUBAI - UAE

EDUCATION

Higher Secondary:
Faculty: Commerce Adarsha Sr.
Secondary School, Ajmer,
Rajasthan(India)

Secondary:
R.B.S.E Adarsh Sr. Secondary
School, Ajmer.Rajasthan (India)

LANGUAGES

- English
- Hindi
- Sindhi

PROFESSIONAL SUMMARY

To obtain a job within my chosen field that will challenge me and the allow me to use my education, skills and past experience in a way that is mutually beneficial to both myself and employer and allow for future growth and advancement.

EXPERIENCE

WEST ZONE RESH SUPER MARKET – SATWA, DUBAI UAE 2015 - 2017

WORKED AS **RECEPTIONIST & SUPPLIER CARE EXECUTIVE**

Duties and Responsibilities:

- Greet and assist visitors, clients, and suppliers in a professional manner.
- Manage phone calls, emails, and inquiries, directing them to the appropriate department.
- Maintain records, schedules, and appointment logs efficiently.
- Handle supplier communication, order processing, and follow-ups.
- Coordinate with vendors for procurement, deliveries, and issue resolution.
- Ensure office supplies and inventory are well-stocked and managed.
- Support administrative tasks, data entry, and report generation.
- Uphold company policies and ensure a welcoming office environment.
- Greet and assist visitors, clients, and suppliers in a professional manner.
- Handle incoming calls, emails, and correspondence efficiently.
- Maintain appointment schedules and manage meeting arrangements.
- Process supplier inquiries, orders, and follow-ups.
- Ensure accurate documentation and record-keeping for supplier transactions.
- Coordinate with internal teams to resolve supplier-related issues.

BUTANEY ASSOCIATE – INDIA 2013 - 2015

WORKED AS **ASSISTANT OF ADVOCATE (SALES TAX & INCOME TAX)**

Duties and Responsibilities:

- Assisting the advocate in legal research and case preparation.
- Drafting legal documents, contracts, and case summaries.
- Managing schedules, court dates, and client appointments.
- Filing legal documents and maintaining case files.
- Communicating with clients, courts, and legal authorities.
- Handling administrative tasks such as billing and correspondence.
- Reviewing legal documents for accuracy and compliance.
- Attending court hearings and taking notes as required.

PERSONAL DETAILS

Date of Birth : 31/10/1995
Sex : Female
Marital Status : Married
Religion : Hindu
Nationality : Indian

PASSPORT DETAILS

Passport NO : AA683863
Date of Issue : 28-02-2025
Date of Expiry : 27-02-2035

PERSONAL STRENGTHS

- Self Confidence
- Quick Learner
- Good team Player
- Flexible
- Responsible
- Self-motivated
- Honesty & Integrity
- Initiative

PASSPORT DETAILS

Visa Status : Visit
Date of Expiry : 14-05-2025

- Assisting in legal research and case preparation
- Drafting legal documents, contracts, and case summaries
- Managing client appointments and legal correspondence
- Filing and organizing legal paperwork and case files
- Coordinating court dates and document submissions
- Handling administrative tasks and office management
- Communicating with clients, courts, and legal authorities
- Maintaining confidentiality and legal ethics

COMPUTER PROFECIENT

- Tally, Page Maker etc.,
- Microsoft Office Word & Excel
- E-mail and internet

