

PRITEE INDRAMALJI HATHILA

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Address: Dubai, UAE



OBJECTIVE

A detail-oriented and results-driven professional seeking a challenging role in administration, procurement, and operations, where I can leverage my diverse skill set to streamline processes, optimize efficiency, and contribute to the overall success of the organization.

WORK EXPERIENCE

Procurement & Operations Executive

2023 - Present

World Pack Industries LLC (Dubai)

Engaging with high-quality suppliers.

Negotiated pricing, terms, and contracts with suppliers.

Conducting performance evaluations, resolving issues.

Managed end-to-end purchase order processes, implemented cost reduction strategies, leveraged data analysis.

Managed contract lifecycles, detail updation in tracking sheet,

Following up on payments, suppliers, transporters and with lawyers, vendors.

Report generation.

Senior Associate

2021 - 2023

HDFC Life Insurance Company (Mumbai)

Cultivated and maintained strong relations with clients.

Conducted thorough risk assessments and underwriting analysis.

Contributed to the development and enhancement of the insurance products and policies, market analysis, learning latest industry trends.

Managed claims by liaising between clients and insurance carriers.

Guidance and training to junior associates and the team.

Participated in regulatory audits and compliance reviews.

EDUCATION

Masters in Accounts
& Finance

2014 - 2017

B.COM

2010 - 2013

SOFTWARE GRIP



Typing Speed:
30 - 40 WPM

LANGUAGES

English

Hindi

Gujarati

Marwari

Marathi

WORK EXPERIENCE

Category Analyst

2017 - 2021

Just Dial Ltd. (Mumbai)

Creating Category by thorough analysis of trends and market demographics.

Recommendations for marketing campaigns.

Co-ordinating with clients and marketing team.

Interpreting patterns and trends.

Sharing EOD Reports.

Making Sales Strategies.

Providing after sales support for customer retention.

Database Executive

2015 - 2016

Lodha Group (Mumbai)

Making reports, data entry work, handling customers

SKILLS

- Supplier Relationship Management
- Contract Management
- Effective Communication
- Analytical Skills
- Financial Acumen
- Contract Management
- Project & Risk Management
- Data & Digital Literacy
- Keen on learning and continuous improvement
- Remote Collaboration
- Resilience
- Cross-Cultural Competence

DECLARATION

I declare that the above information is true to the best of my knowledge.

(Pritee Indramalji Hathila)

INTERESTS



Baking



Socializing



Fashion



Painting



Travelling



Fitness

ABOUT ME

D.O.B : February 08, 1990

Nationality: Indian