

CURRICULUM- VITAE

Pratima Leena Singh

Present Address:

Amwaj Building, 4th Floor Bur Dubai
Near Astoria Hotel.

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Date of Birth 21 January 1988

CAREER OBJECTIVE

A suitable position in the fast paced/dynamic world, that involves challenging services and Assignments with ample scope to learn and improve.

EDUCATIONAL QUALIFICATION

Level	Board/University
S.S.C	Loreto Day School
Higher Secondary	Loreto Day School
Graduation	Calcutta University

TECHNICAL DETAILS

Computer Operations Systems: MS-Dos, MS-Windows & Internet services.

PAST JOB DETAILS

M/S. THEA LIGHT WORKS Thea Light Works Pvt Ltd (Hyderabad) From- 21 Sep 2022- 20 Mar 2023	Sr. Sales Coordinator
M/S. PURE FLOW Pureflow Solutions Pvt Ltd (Rajkot) From- 04 Jul 2021- 06 Aug 2022	Sales Coordinator
M/s. WACOAL Wacoal India Private Ltd (Kolkata) From – 23 Mar 2018 - 25 Oct 2019	Store Incharge
M/s AND & GLOBAL DESI House of Anita Dongre Ltd (Kolkata) From – Jan 2014 – Mar 2018	Store Manager
M/s CHEMISTRY Esjay International Pvt Ltd (Kolkata) From – Apr 2010 – Mar 2014	Assistant Store Manager
M/s ALLEN SOLLY Marda Collections Pvt Ltd (Kolkata) From – May 2005 – Dec-2008	Fashion Consultant

JOB RESONIBILITIES

- Mailing & Official Call Handling.
- Stock order to factory.
- Import & shipping related operations & paper work
- Quotation & Proforma Invoice making, Payment tracking.
- Billing, dispatching material & coordinate with transport.
- Following up with Head Office Official for all aspect
- Excellent Guest/Customer Service
- Adherence to all Retail Operation Standard's.
- Business Analysis.
- Maintaining Daily Reports
- GRN/GOR/GIT
- Inventory Management.
- Cash Management & Petty Cash Handling
- Staff Management & Training of new joining's.
- Visual Merchandising as per SOP.

MY POSITIVE POINT'S

- Open to Criticism.
- Believe in team work.
- Good in Communication Skills.
- Patience.
- Time Management
- Interpersonal and problem-solving skills.
- Quick learner with excellent planning and execution skills.
- Flexible to work at any position.

LANGUAGES

ENGLISH	HINDI	BENGALI
Read	Read	Read
Write	Write	Write
Speak	Speak	Speak

PERSONAL PROFILE

FATHERS NAME : Mr. DILIP BANERJEE
AGE : 35 yrs.
HEALTH : SOUND
CASTE & RELIGION: ROMAN CATHOLIC
NATIONALITY : INDIAN
BLOOD GROUP : B+ (POSITIVE)

LOCAL UAE REFERENCE

MS.RADHA SINGH: +971 582030081

Place: Dubai

DATED:/...../2023

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(Pratima Leena Singh)