

Priyanka Vikas Sahani

176-A Motia Khan, L.I.G,
D.D.A Flats, Ranj Jhansi Complex
New Delhi - 110055
Contact Number: - 9873746677/8208504008
E-Mail:- pri.malhotra24@gmail.com

OBJECTIVE:

To be a diligent and honest worker towards my work and my employer and to work with an organization where hard work is recognized and learning is promoted.

ACADEMIC QUALIFICATION:

- 2021 Done Bachelor of Education (B. ED) from Savitribai Phule Pune University with (79.9%)
- 2010: Graduate from **Delhi University** in **Bachelors of Commerce** (45.25%)
- 2006: Passed **Intermediate** from **C.B.S.E**
- 2004: Passed **Matriculation** from **C.B.S.E**

PROFESSIONAL EXPERIENCES:

- Had worked as a **Back Office Assistant** in **PingPong Global Limited**.
Timeline: May 2014 to November 2016

Key Role:

- Daily correspondence like Handling e-mails etc.
- Prepare & Sending Quotations to our customers.
- Prepare Bills.
- Handling customers.

- Had worked as **Sales Coordinator** in **Fashion Apparel**
Timeline: January 2010 to Febuary2014

Key Role:

- Dispatching: Ensuring that garments are dispatched in a timely manner & are produced within quality guidelines,
- Foreseeing problems before they happen,
- Keeping track of the production process,
- Analyzing the work resources,
- Ensuring customer friendly process, identification of gap & highlighting the same to process audit team/management,
- Prepare/verify Voucher,
- Prepare/verify of Bills & knowledge of Barcoding,
- Preparing Cheques,

- Preparing Debit & Credit Notes,
- Routine Administrative duties like handling Petty Cash, sending Couriers, Tracking status of parcels.
- Overseeing of all other office related work,

- Had worked as **Customer Help Desk** for **HDFC Bank** (DST)
Timeline: March 2007 to October2007

- Had worked as **Customer Help Desk** for **Barclays Bank** (DST)
Timeline: June2006 to November2006

SKILLS & ABILITIES:

- Diligent and workaholic,
- Leadership qualities with management and communication skills,
- Highly motivated and hardworking.

STRENGTHS:

- Organized and responsible,
- Willingness to learn,
- Good time management.

COMPUTER SOFTWARE SKILLS:

- MS-Office
- Internet Explorer, Netscape Navigator & Mozilla for internet research
- Other Proprietary Software

INTEREST:

- Communicating with new people,
- Listening music.

PERSONAL DETAILS:

- Date of Birth : 24.03.1988
- Husband Name : Mr. Vikas Rakesh Sahani
- Gender : Female
- Marital Status : Married
- Nationality : Indian
- Language known : Hindi & English

DECLARATION:

I do hereby that the information given by me is true and correct to my knowledge. In case of any discrepancy at a later date, I shall liable for the consequences.

DATE: 14th May 2024

PRIYANKA VIKAS SAHANI

PLACE: New Delhi