

Priti Sharma

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Business Development | Human Resources | Documentation |

EXPERIENCE

Cross Functional Advisory

E.H. Setup Services, Dubai

Feb-07 – Present

Office and Business Development Advisory

- Assist with development and production of marketing materials.
- Conducting Ad-hoc Market research
- Identify and communicate with new business leads.
- Support Proposal process and arrange client meetings

Human Resources Advisory

- Sourcing potential candidates for vacancies with new and existing clients.
- Screening through Resumes, selection of potential candidates.
- Conducting first round interviews and screening candidates.
- Scheduling interviews of candidates with clients.

Set-Up Services Advisory

- Advising on Business set up related queries to the new clients.
- Liaising with the different Government Department related to the new company set ups.
- Managing expenses, invoices and local petty cash
- Managing incoming correspondence, emails and calls

Sales Coordinator

Pro Print Trading LLC, Dubai

May-06 – Feb-07

- Coordinating Sales team and a managing schedule.
- Processing all orders in an accurate and timely manner.
- Monitoring team progress, logging inefficiencies and proposing improvements to achieve team KPIs
- Assisting with customer complaints and providing after sales support.
- Maintaining team expense account.

Executive Secretary

Pro Print Trading LLC, Dubai

Jan-06 – Apr-06

- Developing efficient driver schedules to maximize profits.
- Attending to customer inquiries and providing initial support before handover to concerned departments.
- Coordinating dispatch schedule for supply and maintenance parts.
- Logging of accounts receivable.
- Following up on pending payments.

Import Export Documentation Supervisor

Golden Systems Electronics LLC, Dubai

Aug-01 – Nov-04

- Verification of Freight charges, import duties, Custom broker charges and all other related charges to import and export of shipments.
- Examining reports and Documents for completeness and accuracy.
- Overseeing Custom Clearance while coordinating with shipping agents
- Issuing Bill of Lading to shippers upon document verification.

EDUCATIONAL QUALIFICATIONS

Bachelors Degree in Commerce (University of Mumbai, India)

Higher Secondary Certificate (Mumbai Board, India)

COMPUTER SKILLS

MS Office, Word, Access, Excel, Power Point & Microsoft Outlook, Outlook Express etc.

PERSONAL DETAILS

Name	Priti Bhagwan Sharma
Nationality	Indian
Date & Place of Birth	02-11-1975, Mumbai, India
Marital Status	Married
Languages Known	English, Hindi, Sindhi, & Marathi
Passport Details	Passport No. F6372217
	Expiry Date 27-03-2016
Visa Status	Currently on Husband's Visa
Driving License	Holding Valid U.A.E. Driving License
