

**Miss. Flavy Mendonca**

JN 2-6, B-5, Sector-9, Vashi,  
Navi Mumbai - 400703  
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**OBJECTIVE**

To utilize my professional skills for positive contribution to the growth of the Organisation and for career progress.

**STRENGTHS**

- Positive attitude and sincerity
- Punctual, disciplined, Quick Learner and hard working
- Systematic and Organised – Can manage time effectively to complete given task
- Ability and willingness to acquire knowledge

**EDUCATIONAL QUALIFICATION**

Examination	Name of the Institution	University	Division	Year of Passing
B. Com	ICLES, Vashi	Mumbai	II	1998
H.S.C	ICLES, Vashi	Mumbai	I	1995
S.S.C	Sacred Heart High School, Navi Mumbai	Mumbai	I	1993

**OTHER QUALIFICATION**

- Passed Shorthand (English) G.C.C Exam – 80 w.p.m
- Passed Typing (English) G.C.C Exam – 40 w.p.m.
- Passed Diploma in Computer Applications with A+ Grade
- Passed Tally with A+ Grade.

**TOTAL EXPERIENCE** : 20 years

**EXPECTED CTC** : Rs 600000/- p.a.

**CURRENT JOB (FROM 10 DEC 2001 TILL TODAY)**

- Presently working for **M/s. KV Fire Chemicals (I) Pvt. Ltd., Vashi**, a leading manufacturer of Fire Extinguishing Chemicals – Dry Powders and Foam Concentrates.

**In Dec 2001, joined the company as STENO-SECRETARY  
REPORTING : MANAGING DIRECTOR**

**JOB PROFILE - HANDLING PROFILE AS SECRETARY AS WELL AS MARKETING SUPPORT TO  
MARKETING DEPARTMENT**

- All types of Correspondence – Letters & Circulars
- Handling Daily Sales Report of Marketing Personnel and taking necessary actions - Sending Introductory/ Registration Letters, Courtesy Letters, Promotional Letters of Products, Quotations, Follow up on quotations
- Fund Transfer to Marketing personnel every week for the Marketing activity
- Providing all support required to Marketing Personnel for marketing activities
- Handling activities such as subscribing to Magazines, giving Advertisements in Magazines, Membership.
- Preparing checklist of all-important data and updating it regularly.

**IN 2004, PROMOTED TO THE POSITION OF SR. MARKETING COORDINATOR**

**IN MAY 2007, PROMOTED TO THE POSITION OF ASST. MANAGER – MARKETING  
COORDINATION.**

**FROM 2008 ONWARDS TRANSFERRED TO EXPORT DEPT (BACK OFFICE) AND HOLDING THE  
POSITION AS ASSOCIATE MANAGER – EXPORTS FROM MAY 2010 ONWARDS  
REPORTING : DIRECTOR**

- Study of Tender Documents, preparing Quotations
- Coordinating with CHA for the freight rates
- Maintaining a Check List of the Quotations and following it up regularly for converting it into Orders.
- Coordinating for export samples wherever required.
- Follow up with Purchase Department for preparation of work order
- Coordinating with factory on Order status.
- Informing vessel schedules to the Purchaser
- Follow Up on Payments
- Maintain regular contacts with existing customers
- Passing on complaints received from customers to the respective Department
- Sending Promotional Letters on Products
- Coordinating for Visas, Travel Tickets, Insurance, Foreign Exchange, Data Cards, and International Cards during international Tours of Directors.
- Collecting Data of new companies through Internet Browsing, Magazines etc for business development
- Preparation of Powerpoint Presentation for Meeting

## **ACHIEVEMENT**

Received “Best Performance Award” in the year 2003-2004

## **PAST EXPERIENCE**

•Worked for **M/s. Somatico Laboratories Pvt. Ltd., Navi Mumbai** as Stenographer for 3 years ( 24 July 1998 - 8 Dec 2001) – Reporting to Marketing Director . The Company is manufacturer of pharmaceutical formulations.

## **JOB PROFILE**

- 1) Attending to EPABX Telephone System & Fax Messages
- 2) All correspondence of Marketing Dept. as well as Accounts Dept.
- 3) Ordering stocks & supplies
- 4) Ticket Booking
- 5) Preparing slides for marketing presentation

## **PERSONAL PROFILE**

**DATE OF BIRTH** : 3<sup>rd</sup> August 1977

**AGE** : 41 years

**HOBBIES** : Reading, Listening to Music

**LANGUAGES KNOWN** : English, Hindi, Marathi, Konkani

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**FLAVY MENDONCA**