

# RESUME

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**Mr. Vishal Hodbe**  
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## Career Objective

To obtain a responsible and challenging **position** in an established and growing Pharmaceutical firm in **Packaging Development Department** or in **Sales and Dispatch Department** that will utilize and take full advantage of my education, acquired skills, practical experience and provide an opportunity for further specialization.



## Summary

**4.10+ Years of industry experience in the area of Packaging Development Department, Sales and Dispatch Department.**



## Education Qualification

HSC Passed From Board of Maharashtra  
SSC Passed From Board Of Maharashtra



## Computer Knowledge

- MS office, MS word, MS Excel, PowerPoint Outlook & internet etc.
- CorelDraw & Photoshop



## Professional Experience

**1. Employer : Ciron Drugs & Pharmaceuticals Pvt. Ltd.**

**Duration : 12 Nov 2019 To 15 Sep 2021**

**Designation:** Packaging Developing Department as Officer

➤ **Job Description**

- 1. Internal Order Entry**
- 2. Developing packaging artworks in CorelDraw Software**
- 3. Artwork Shade Card Checking & Entry**
- 4. Packing Material Entry & Follow up**

5. Maintaining Artwork Shade card & Order file of Customers
6. Preparing Artwork Design
7. Paper Filling

2. Employer : Ami Polymer Pvt Ltd.  
Duration : 3 Years (12 Sep 2015 To 13 Sep 2018)  
Designation : Sales & Dispatch Officer

➤ **Job Description**

1. Invoicing from ERP Software / Dynamics Navision 2016
2. SO Entry in ERP Software/ Dynamics Navision 2016
3. Dispatch entry and mailing from ERP Software/ Dynamics Navision 2016
4. Stock Entry in ERP Software/ Dynamics Navision 2016
5. Proforma Invoice creation and follow-up from ERP Software/ Dynamics Navision 2016
6. Maintaining Invoice Folders of Customers
7. Paper Filling

3. Employer: Rutukesh Art.  
Duration: 1.10 Year (01 Jun 2013 To 30 Apr 2015)  
Designation: Designer (Flexi & Coreldraw)

4. Employer: Cyber Café  
Duration: 1 Year  
Designation: Cyber Café Attendant



**Declaration**

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I hereby declare that the above-mentioned information is correct up to my knowledge and I bear the responsibility for the correctness of the above-mentioned particulars.

***Date:***

***Vishal B. Hodbe***