

# Curriculum vitae

**Bansode Priyanka Ramnath**  
**Plot No. 40B Bhagya Nagar, Sedam Road, Gulbarga.**  
**Email:priyankarb1987@gmail.com**  
**priya19.kivade@gmail.co**  
**Mobile Number:-7019179230**

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**Objective:** I would like to work environment where I should get opportunity to implement my skill & technical knowledge. I would like to imply my talent to some of the world's largest & most challenging project.

## **Strengths:**

- Quality of being creative & innovative in my job.
- Quality of handing work professionally.

## **Personal Profile:**

<b>Name</b>	:	Bansode Priyanka Ramnath
<b>Date of Birth</b>	:	19 <sup>th</sup> Jan. 1987
<b>Gender</b>	:	Female.
<b>Marital Status</b>	:	Married
<b>Nationality</b>	:	Indian.
<b>Address</b>	:	Plot no.40B Bhagya nagar,sedam Road, Gulbarga.

**Languages Known:** English, Hindi, Marathi & Kannada.

## **Educational Qualification:**

### **A] Graduation Education:**

**Institution:** Mahatma Phule B.C.A. College Latur

**Branch:** B.C.A.

<b>Exam</b>	<b>Year of passing</b>	<b>University</b>	<b>Percentage</b>	<b>Class</b>
B.C.A.	2010	SRTMU Nanded	69.2%	FCD

## **Seminars Delivered:**

- “Computer Virus”.

## **Project Delivered:**

- “Light Sensing Robot”

- **Co-Curricular Activities:**
- Active member of **I-EXAPLORA** committee.

**Extra –curricular Activities:**

- Participated in an intercollegiate “C” competition organized by ”EESA”.
- Certificate of “C-programming ” by SAI Infotech

**Experience:**

**1. Name of Organization:**

**XCEL FINSERVICES (OCT 2019 TO MARCH 2020)**

**JOB PROFILE: HR & Admin and Sales Coordinator**

- Preparing HR documents, like [employment contracts](#) and [new hire](#) guides
- Update internal databases (e.g. record sick or maternity leave)
- Answer employees queries about HR-related issues
- Preparing HR documents, like [employment contracts](#) and [new hire](#) guides
- Arrange travel accommodations and process expense forms
- Participating in HR projects (e.g. help organize a job fair event)
- Preparing attendance and [salary sheet](#)
- Prepares payroll by calculating pay, distributing checks, and maintaining payroll records.
- Sets up and schedules complicated meetings for interviewees, hiring managers, employees, and department heads.
- Managing all the sales related activity of the company.
- Speaking with clients using clear and professional language.
- Resolving any sales related issues with sales executives and clients.

**2. Name of Organization:**

**SKYNET ELECTRONIC PVT LTD Gulbarga (Aug 2017 to feb 2019 )**

**JOB PROFILE: Sr.SALES COODINATOR**

- Managing all the sales related activity of the company.
- Tracking sales orders to ensure that they are scheduled and sent out on time.
- Effectively communicating with Distributors & Deales in a professional and friendly manner.
- Ordering and ensuring the delivery of goods to Distributors.
- Supporting the field sales team.
- Organising sales promotional campaigns.
- Speaking with customers using clear and professional language.
- Resolving any sales related issues with Distributors

- Completing the administrative needs of the Sales Department.
- Making follow-up calls to confirm Sales orders or delivery dates & Time.
- Making data of working process sheet of excel.
- Prepare corresponding & sending Regular Report via Email
- Working in excel as per data in filter, Pivot table & VLOOKUP.
- Implement and analysis data to create daily, weekly, monthly, quarterly, Half yearly & Yearly reports in MS-Excel & Reporting to GM(Sales & Marketing)
- Extensive usage of MS Excel (Aggregate function, Vlookup, Pivot table.)
- Generating & maintaining day to day sales Data and updating the management
- Generating Article Wise / Category Wise / Distributor wise Growth Analysis
- Preparing Sales Team Incentive
- Generating Distributor Claim / Scheme Details
- Generating Distributor Wise / Sales Team Wise/ State Wise Sales Planning
- Preparing sales report State Wise / Brand Wise & Distributor Wise.
- Preparing PPT

**3. Name of Organization:**

**SYSKA PVT LTD Pune (Feb 2014 to April 2016 )**

**Job Profile: Sales Coordinator**

- Managing all the sales related activity of the company
- Tracking sales orders to ensure that they are scheduled and sent out on time
- Co-ordinate with warehouse for the smooth dispatch of material
- Writing up accurate and grammatically correct sales correspondence
- Effectively communicating with customers in a professional and friendly manner
- Ordering and ensuring the delivery of goods to customers
- Supporting the field sales team
- Carrying out administrative tasks such as data input, processing information, completing paperwork and filing documents
- Contacting potential customers to arrange appointments
- Maintaining & updating the sales data
- Handle walk-in customer

**4. Name of Organization:**

**Lecturer in Mahatma Phule BCA college Latur (OCT 2011 to NOV 2012)**

**5. Name of Organization:**

**Job Profile: Team Leader**

**ACME ORGANISATION Pune. (July 2010 to Sept 2011)**

**Declaration:**

I hereby declare that the above written particulars are true to the best of my knowledge and belief.

Date:    /    /

**Bansode Priyanka Ramnath**

**References:**