

NEHA BALKRISHNA PAWAR

Sales and Service Coordinator

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Phone: **8007438323**

Career Objective: "To contribute to the organization's goals by consistently exceeding sales targets through the effective utilization of negotiation, spin selling and problem solving skills and by maintaining client relations."

Work History:

1. Wohr Parking System Pvt. Ltd., Pune.

Profile: - Sales & Service Coordinator

- Coordinating the sales team by managing schedules, communicating relevant information & Administrative Support
- Management and Order processing /Order acceptance.
- CRM, after sales support, Documentation-Hand over, Contract, Sales/ service reports and all relevant documents.
- Managing the purchase orders and Project enquiry, make the quotations, sheets and invoicing.
- Make the order acceptance, payment details and process for material.
- Coordinating with the team and support & Detail Oriented

Duration: - March 2019 to March 2023

2. Carlsberg India Private Limited, Aurangabad

Profile : - Maintenance, Manufacturing and utility department as trainee

- Plan the routine, preventive, corrective maintenance of equipment and machinery.
- Planning and execution of various standards of procedures with team.
- Maintain the record of work order, Data analysis, Energy and Electricity saving, LOTO installation in plant.

Training: - LSR Training, 5s techniques, Lean TPM, KPI Management

Duration: - January 2018 to January 2019

Educational Details:

Qualification	Board/University	Year	Percentage
B.E (E&TC)	Dr. BAMU University	2017	74.66%
Diploma	MSBTE	2014	75%
SSC	State board	2011	86%

IT Proficiency:

- ERP (Data Scan clarity): India based integrated software solutions provider specializing in the field of customized Enterprise Resource Planning (ERP) software for small to medium scale manufacturing (SMEs) and trading companies.
- ERP (npower): Software for manage & release the sales quotations and sales order.
- Navision Citrix Zen App: Provide virtual access of a machine desktop or different applications running on a system from a wide range of computer systems.
- Microsoft Office: Microsoft Power Point, Microsoft Office Word, Microsoft Office Excel, Outlook.
- MS- CIT.

Curricular Activities:

- Attended COM audit workshop in Carlsberg India Private Limited, A 'bad.
- Coordinator for CTSE (Centre of Technical skills and Entrepreneurship) team.
- Coordinator for national event of "1st IETE Student Forum West zone congress" held at CSMSS CSCOE.
- Coordinator of ETC department of career fair 2012 and 2013.
- First runner up in cricket in annual gathering & Participated in basketball for university games
- Participated in poster competition.
- Winner of DANCE competition in "Festoso" annual gathering function

Interpersonal Skill:

- Strong will power and Commitment to the work.
- Time management & ability to rapidly build relationship and set up trust.
- Confident and Determined, Team player & Decision making.
- Ability to effectively communicate with clients and staff members
- Proactive

Hobbies: Cricket, Badminton, Music, Dance, Trekking.

Personal Details:

Date Of Birth	23 Nov, 1995.
Languages Known	English, Hindi, Marathi
Marital status	Married

Address: Bhalchandra upwan, Punavale, Pune.

I hereby, declare that all the information and particulars given above are correct to the best of my knowledge.

Place:

Date: