

RESUME

RADHA UMESH SAWANT

C/3, Skandgupt Apt., Chanakay Nagari,
Samel Pada, Nallasoara – (West), 401203

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CAREER OBJECTIVE

My commitments and sincerity will be the Key for my success. I am ever ready to shoulder any responsibilities. To be a member of a professionally managed well reputed growing firm that provides challenging opportunities to explore my skill and to contribute to the growth and myself.

PERSONAL DETAIL

Date of Birth	: 04 th November'1984
Nationality	: Indian
Marital Status	: Married
Languages Known	: English, Hindi & Marathi.
Hobbies	: Listening Music, Reading Books, News Paper
Email	: ruhir2304@gmail.com
Mobile	: 8263007661

EDUCATION QUALIFICATION

1. Passed S.S.C. from Kolhapur Board in March'2000,
 2. Passed H.S.C. from Kolhapur Board in February'2002,
 3. Passed B.A. from Mumbai University in March'2005,
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ADDITIONAL QUALIFICATION

1. Computer course in MS-Office.
 2. Knowledge of Typing 40 W.P.M. (English)
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TECHNICAL KNOWLEDGE

- > Computer Application: - Microsoft Word, Excel, Power point, Tally.
 - > Internet Application :- Proficiency in internet Handling
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WORKING EXPERIENCE

- > Working with LL Manufacturing LLP from Jan. 2023 to Till Date

Designation: Sales Co-ordinator (Back Office)

Job Profile: Preparing & sending Quotation for the Kitchen Equipment / Proforma Invoice / Order Confirmation to the end customers & make follow-up, Taking rate from Vendor for Project Requirement & Price negotiation with the vendor. Responding to Customer queries related to offers, Updating the Quotation List and Folders Region wise. Maintaining Records and filing of documents of all Job. Co-ordinate with Buyer for Payment Follow-up, inquiries for products, pricing, delivery and payment terms, order status, Handling Back Office Work, Liaising with the sales team & Account team, Operating mails (Outlook), Preparation of sales Register, Managing daily and monthly reports to the director. Vendor Registration,

- > Worked with POCL Medical Solutions & Kryptonite Solutions from Sept. 2021 to Aug,2022

Designation : Sales Co-ordinator (Back Office)

Job Profile: Preparing accurate Quotation for the business, Preparing the Purchase Order for Company requirements, Communicate with customers for promotions of Radiation Therapy Products, Co-ordinate with Buyer for Payment Follow-up, inquiries for products, pricing, delivery and payment terms, order status, MassMailing for Doctors for Orthopedic Products, Handling Back Office Work, Maintain records by filling related document, Preparing packing list as per customers order & arrange for execution. Liaising with the sales team & Account team, Working in teams for promotional events, Help with account team for Bank RTGS NEFT Form, Tender Work. etc.

- > Worked with Reliable Cans from May 2013 to Dec'2019

Designation : Account Assistant. (Back Office)

Job Profile: Manage Day to Day Operation of the Accounts Dept., Prepare Monthly Stock Detail (i. e. Production, Dispatch, Clearance Stock), Sales & Purchase Entry on Tally, Maintain the Purchase register, Dispatch Entry on excel, Preparing Quotation & Purchase Order, Preparing the Tax Invoice & Test Report for the Supplying the Material, Sending Payment Reminders to Buyer, Maintain the all file & entry on excel for GST Return, Making Loading bill, update the 'C' Form List Co-ordinate with Buyer & Preparing Related Documents & Reports on Computer, Related Mail Work. etc.

> Worked with Computer Infotech (India) Pvt. Ltd from Dec'2008 to Jan'2013

Designation: Sales Coordinator And E-marketing (Back Office)

Job Profile: Preparing Quotation & Order Slip, Co-ordinate with Buyer for Payment Follow-up, inquiries for products, pricing, delivery and payment terms, order status, Mass Mailing for Corporate Parties, Handling Back Office Work, Maintain records byfilling related document, Online Registration for company Product (Alibaba, Indiamart, Just dial),Tender Work. etc.

> Worked with B & P Consultancy from Nov'2006 to Dec'2008

Designation : Back Office Executive

Job Profile : Verifying Credit Card Application, Doing Tele Marketing for Credit Card & Related Mail Work & Preparing Related Documents & Reports on Computer. etc.

Place :- Nalasopra – west

Date :- 15/04/2023

(Radha Umesh Sawant)