

CURRICULUM VITAE

CAREER OBJECTIVES:

To associate myself with a challenging environment where there is an ample scope for learning besides enhancing my skills and experience in an exporting field.

Sakhi Rohan Chavan
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PERSONAL DETAILS:

- **Date of Birth** : 08th Oct. 1989.
- **Marital Status** : Married.
- **Nationality** : Indian.
- **Religion** : Hindu.

EDUCATIONAL BACKGROUND:

- **Master's in marketing management** Passed with 77.50% in 2018 From Mumbai University.
 - **Diploma in Business Management** passed with 62.20% in July 2011 from Welingkar Institute.
 - **Bachelor of Management Studies** Passed with First Class in June 2010 From Mumbai university.
 - **H.S.C. {Commerce}** -Passed from Maharashtra Board in June 2007.
 - **S.S.C.** – Passed from Maharashtra Board in June 2005.
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Soft Skills:

- Good and Fluent Communication Skills.
- Able in working in teams and can co-ordinate efficiently with people.
- Urge to Learn and try New Things.
- Ability to work under pressure.

Software Skills:

- MS Word
- MS Excel
- Internet
- MS Power Point

WORK EXPERIENCE:

1. Worked with **Smart Planet IT Solutions Pvt Ltd** as Account Manager From 04/03/2019 to 30/09/19.
 - Build Rapport with Clients and Customers
 - Sending Proposals, Order Processing and Payment Follow-ups.
 - Daily customer engagement over the phone. Connect via voice/phone, day-in and day-out, with customers to position focus technology offerings.
 - Demand generation through mailer
 - Execute marketing activities such as call outs, campaigns, etc.
2. Worked with **Softcell Technologies Ltd** as Inside Sales Account Manager from 28/03/2016 to 28/02/2019
 - Closing sales orders and achievement of quarterly lead generation and revenue quota.
 - Daily customer engagement through calls, mails for resultant sale of Softcell offerings.
 - Fast & accurate information dissemination and response for quotations/information to customers.
 - Sending Proposals, Order Processing and Payment Follow-ups.
 - Update CRM on a daily basis.
3. Worked with **Software Mart** as Business Sales Executive from 01/07/2013 to 26/03/2016
 - Receiving enquiries through mails and calls of Software volume licenses like Microsoft, Adobe, Corel draw, Autodesk, Symantec, Quick Heal, Trend Micro, McAfee etc.
 - Sending quotation to customers.
 - Getting orders from Customers
 - To be responsible for accurate and timely issue of quotations and perform invoices to customers as required.

4. Worked with **Compauge Infocom Ltd** as Sales Coordinator from 21/06/2010 to 22/06/2013

- Works as a Sales Coordinator for Component and Enterprise Account.
- Take and process quotation requests from customers, actively seek the conversion of inquiries to orders and act in a customer service role between production staff and customers.
- To be responsible for accurate and timely issue of quotations and perform invoices to customers as required.
- To process inquiries by phone, email.
- To maintain good relations with customers.
- To maintain an efficient working environment.
- To solve problems by liaising with the other staff and the customer.

OBJECTIVE:

If you will be given an opportunity, I will try to serve the organization with the best of my efforts, skills and capabilities.

I HEREBY DECLARED THAT THE INFORMATION FURNISHED ABOVE IS CORRECT AND COMPLETE TO BEST OF MY KNOWLEDGE AND BELIEF.

Date:

Place:

(Sakhi. R. Chavan.)