

SNEHAL AWARE

CAREER OBJECTIVE

To ensure challenging position in a growing organization where I would be able to utilize my capabilities to the best extend and in the process add value to the organization and my career.

CONTACT

Mobile Number:

+91 7768025030

Email:

Awaresnehal94@gmail.com

Address:

Harshali Apartment Uday Colony
Makhmalabad Road Panchvati,
Nashik-422003.

SOFT SKILLS

- Analytical thinking and Decision Making
- Managing people and time efficiently
- Team Bonding and Building
- Sensitivity and Responsibility

CERTIFICATIONS

- Completed Certificate Course On Computer Concept (CCC).
- EETP Silver, Gold, Platinum Course held by BSNL.
- ELEMENTARY GRADE DRAWING EXAMINATION.
- INTERMEDIATE Drawing Grade Examination.

LANGUAGES KNOWN

- MARATHI
- HINDI
- ENGLISH

EDUCATION

- GES R.H.Sapat College of Engineering Nasik, Pune University
Bachelor in Electronics and Telecommunication Engineering
(2013-16) With 72.20%
- K.K Wagh Women's Polytechnic Nasik, MSBTE
Diploma in Electronics and Telecommunication Engineering
(2010-13) With 83.03%
- Maratha High School, Nasik, Pune University **SSC** (2010) With 85.45%

EXPERIENCE

Supreme Equipment's Pvt. Ltd. Nashik.**Client Relationship Executive, April 2019-Present**

- Prepare daily Quotation, Indent, and Proforma Invoice, other documents using word processing, database, spreadsheet, or presentation software.
- Coordination with all department to ensure proper order dispatches; Account, Dispatch, Production, Installation team, Design, Packing, Stores, Purchase, Sales.
- Maintaining hard copies of indents by filing properly.
- Telephonic Client and Wilkin Client Coordination regarding their Enquiry, query, order follow-up.
- Trained a team of 4 interns to prepare quotation, indent and proforma invoice, Coordination with all department and relevant correspondence.

MTS Finance Pvt. Ltd., Nashik.**Customer Care Executive, April 2018-March 2019**

- Developed and maintained strong relationships with referral sources, such as industries, dealers, schools, college, and local businesses.
- Prepare and maintain case files, documenting clients' personal and eligibility information, services provided and relevant correspondence.

S S Power System, Nashik.**Back-office Service-Sales Executive, Nov. 2016 – March 2018**

- Prepare daily Quotation, Indent, and Proforma Invoice, other documents using word processing, database, spreadsheet, or presentation software.
- Typed documents such as correspondence emails, and prepared reports weekly for management.
- Opened, sorted, and distributed incoming messages and correspondence.
- Purchased and maintained office supply inventories.

PROFESSIONAL TRAININGS

- Attend the EETP Silver, Gold, Platinum Course held by BSNL.
- Attend the 5 Day Training program held by HAL Company.
- Attend the 2 days Raspberry Pi workshop in GES R.H.Sapat College of Engineering.
- Attend 4 days Audrina workshop in GES R. H Sapat College of Engineering.
- Attend 2 days 'Entrepreneurship Awareness Camp' in K.K.Wagh Women's Polytechnic.

TECHNICAL ACTIVITIES

- Participated in A State level Engineering and Science Project Competition 'KURUKSHETRAL' at Ashoka Business School Nashik.
- Participated in National level Technical Event 'G-ESTRONIKA 2K14' CIRCUIT Building competition at GES R.H.Sapat College of Engineering.
- Participated in A State Level Project Competition & Exhibition 'PROJIT' at JIT College Nasik.

PERSONAL PROFILE

- Date of birth : 12/12/1994
- Father's Name : Aware Kacharu Dattu
- Nationality : Indian
- Gender : Female.

DECLARATION

I hereby declare that the details provided above are true to the best of my knowledge.

Place: Nashik

(Snehal Aware)