RESUME

Kanchan Subhash Raut

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JOB OBJECTIVE

To acquire specialized knowledge and rich experience for having the right attitude with discipline and commitment towards my profession. My desire is to create a truly competitive arena wherever I work. I want to bring my enthusiasm and sense of confidence to the organization and to the people I work with. My involvement in various areas of activities at school has taught me crucial lessons on leadership and teamwork.

WORK EXPERIENCE

FEB’ 2015 till date **METALEX CRYOGENICS LTD (CHAKAN))**

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Metalex offers wide experience & a combination of flexibility & talent in the supply of Refrigeration equipments.

Profile :- **Back office sales cum** **Sales/ Service Coordinator**

**Key Responsibilities:-**

* Generating enquiries, converting the same into sales. ( day to day follow-up with customer for
* Communication with customer for service and spare parts.
* Making Quotation/Order Acceptance/Proforma Invoices. Arranging dispatches, payment follow-up.
* Making delivery order & coordinate with transporter.
* Check on the inward & outward from the inventory
* Working on Order Management Systems (OMS).
* Spare part Identification.
* Arranging Back office support to site engineer.
* Making reports ( i.e stock and sale/ monthly comparison/ Weekly

Report etc)

* To remind the staff about shortfall in targets & collection.
* To check the travel expenses.
* Assisting the Regional Head in day to day activities.
* Handling documentation work on behalf of Regional Head
* Forward quotations.

MAY 2014 to JANUARY 2015 **YCMOU (PUNE)**

Profile :- **Back Office Assistant**

* Co-ordinating with students for admissions
* Making online admission process
* Giving information of fee structure & various courses

EDUCATIONAL QUALIFICATION

* Done Post Graduation in Science from Pune University in the year 2015.
* Done Graduation in Education from (SNDT )Mumbai University in the year 2015.

ACHIVEMENTS

* Participate in dance, presentation activity in school & college.
* Was awarded for Poster Presentation at National Level in M.sc.

COMPUTER SKILLS

* SAP, Operating skills, Windows, MS-excel, Internet, MS-CIT

PERSONAL PROFILE

Date of Birth : 20.01.1991

Marital Status : Unmarried

Languages known : English, Hindi & Marathi

Hobbies : Dance,Painting,Cooking

Address : Pragati Nagar,Behind T C College,Baramati.

: Near Mayur Nagari,Katepuram Chowk,Pimple

Gurav,Pune.

**KANCHAN RAUT**