

**VANITA PRAKASH PATIL**

## **CAREER OBJECTIVE**

To work for an organization which provides challenges and opportunities to utilize my skill, so that, I can excel in the company and hold a responsibility to become a part of team of professionals of progressive and dedicated organization

## **WORK EXPERINCE:**

**Over all 14 years of experience in Glass Industry and Administrative work.**

**Worked with M/s. Sara Interiors Pvt. Ltd.  
Sales Coordinator( Sales Dept. )    March 2017 to May 2019**

### **Duties:**

- Coordinate project management activities, resources, equipment and information
- Break projects into doable actions and set timeframes
- Coordinate with clients to identify and define requirements, scope and objectives.
- Assign tasks to internal teams and assist with schedule management.
- Prepare Quote,PO and Orders.
- Monitor project progress and handle any issues that arise.
- Act as the point of contact and communicate project status to all participants
- Issue all appropriate legal paperwork (e.g. contracts and terms of agreement)
- Create and maintain comprehensive project documentation, plans and reports
- Ensure standards and requirements are met through conducting quality assurance tests.
- Make sure that clients' needs are met as projects evolve.

### **Experience:**

**VTUFF GLAZE PVT. LTD. - Navi Mumbai  
Sr. Sales Coordinator                      April 2016 – March 2017**

**INTERIOR AND GLASS DESIGNERS - Powai.  
Office Assistant                              April 2012 to March 2016**

**VTUFF GLASS PVT. LTD. - Navi Mumbai  
Sales Coordinator                              March 2008 to March 2012**

**GLASS DESIGNERS – Kurla.  
Functional Head.                              November 2004 to February 2008.**

## **KEY SKILL AND STRAINTH:**

- Accuracy, Punctuality & Efficiency in work.
- Strong ability to multi-task and execute.
- Ability to perform under pressure and stressful conditions.

#### **AREA OF EXPERTISE:**

- Coordinating activities
- Administration

#### **ACADEMIC QUALIFICATION:**

- B. A Passed in the year 2007 from Mumbai University.
- H.S.C Passed in the year 2004 from Navjeevan College .Bhandup
- S.S.C. Passed in the year 2002 from Dr. D.S.Vidhyalaya.Bhandup

#### **ADDITIONAL QUALIFICATION:**

- Computer literate, able to use Word, Excel, DTP, Auto Cad 2006.
- Certified course in Glass Painting.
- Certified course in Calligraphy.

#### **PERSONAL DETAILS :**

Room no.10, Anand Society, Jokim compound,  
Pratap nagar, Bhandup West. Mumbai 400078

M: 8291114563

E:contactvanita007@gmail.com

DOB: 27/03/1986

Status: Married

Nationality: Indian

**I hereby declare that all the above Particulars are true and correct to the best of my knowledge and belief.**

Vanita

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