

Sahil Pandita

Co-ordinator



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📍 Jagti Nagrota, Jammu, J&K,
India, 181221

📅 21/11/2002

🇮🇳 Indian

🌐 <https://www.linkedin.com/in/sahil-pandita-252053285>

🧑 Male

🎓 EDUCATION

Bachelors of Computer Applications (BCA)

Cluster University of Jammu
2020 – 2024

Higher Secondary (12th)

Jammu & Kashmir Board of School Education
2020

Senior Secondary (10th)

Jammu & Kashmir Board of School Education.
2018

Certification in Tally Prime

Ministry of MSME Govt of India
07/2023 – 10/2023

Certification In Advanced Excel

Ministry of MSME Govt of India
08/2023 – 11/2023

Certification in Solar Panel installation

Skill India Digital
2024 – 2024 | Jammu, India

👤 PROFILE

Results-driven professional skilled in sales coordination, operations management, and customer service. Expert in optimizing processes to fuel business growth. Proven track record in fast-paced environments. Bachelor's degree in Computer Applications. Certified in Tally Prime, Advanced Excel, and Solar Panel Installation. Committed to leveraging tech and innovation for exceeding objectives.

👛 PROFESSIONAL EXPERIENCE

Orkan Energy Pvt Ltd

Sales & Operations Coordinator

09/2023 – 02/2024 | Jammu, India

Experienced professional skilled in sales conversion, operations coordination, and lead/vendor management. Proficient in expense control, client communication, and organization. Strong in Excel, Word, and PowerPoint.

FUTWORK

Tele Sales Representative (Remote)

05/2023 – 09/2023

Conduct cold calls, manage client documentation, facilitate communication, customer service, multitasking & prioritization.

Bhagwati Enterprises

Area Sales Manager

2022 – 2023

The role involves managing store operations, leading the sales team, maintaining a client database, hitting sales targets, fostering a positive work environment, analyzing sales data for growth and proficiency in database management.

Jubilant Foodworks (Domino's)

2021 – 2022

This role involves overseeing orders, customer interactions, staff supervision, stock updates, communication, billing system proficiency, attention to detail, and adaptability.

🧠 SKILLS

- MS Office
- Typing
- Content writer
- Logistics & Procurement
- Computer Applications and Management
- Communication & Client Handling