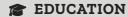
Sahil Pandita

Co-ordinator



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- Jagti Nagrota, Jammu, J&K, India, 181221
- **##** 21/11/2002
- Indian
- in https://www.linkedin.com/in/sahil -pandita-252053285
- Male



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