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Executive Summary

Objective: To obtain a responsible position in an organization where Knowledge, Achievement and Hard Work will give me the Opportunity for growth to become a successful and worthy human Being and be able to work with professional and Growing Organization.

Professional Experience:-

<i>Company</i>	<i>Designation</i>	<i>Start</i>	<i>End</i>	<i>Experience Year</i>
<i>Fairmate Chemicals Pvt Limited</i>	<i>Sales Coordinator</i>	<i>Apr-16</i>	<i>Till Working</i>	<i>7 Years</i>
<i>Jay Project - Authorized Dealer of Kirloskar Brothers Limited)</i>	<i>Sales Coordinator</i>	<i>Oct-13</i>	<i>Feb-16</i>	<i>2.6 Year</i>
<i>Shreelab Analyticals</i>	<i>Computer Operator & Receptionist</i>	<i>May-10</i>	<i>Oct-13</i>	<i>3.5 Year</i>

Professional Experience

➤ Fairmate Chemicals Pvt Ltd.

Role : Sales Coordinator

Work Profile

- ❖ *Handling urgent calls, emails, and messages when Sales Representatives are unavailable, answering customer queries, informing them of delays, arranging delivery dates, and scheduling.*
- ❖ *Handling orders by phone, email, or mail and checking the orders have the correct prices, discounts, and product numbers.*
- ❖ *Inputting orders, ensuring they are processed according to customer requirements, and ensuring all orders are accurate and delivered on time.*
- ❖ *After dispatch the material provide its detail to concern person.*

- ❖ *Collaborating with other departments to ensure sales, marketing, queries, and deliveries are handled efficiently.*
- ❖ *Operate L & T Portal to prepare quotation, PO acceptance generate ASN and Invoice Registration of L & T site.*
- ❖ *Developing and maintaining filing systems so as to maintain sales records.*
- ❖ *Prepare reports, and provide financial information to the finance department.*
- ❖ *Prepare Quotations & Performa invoices.*
- ❖ *Maintain Attendance register.*
- ❖ *Managing expense vouchers of marketing persons.*
- ❖ *Place sample request as per requirement and courier the same to concern person or client.*
- ❖ *Prepare Job reference files.*
- ❖ *Ticket booking of marketing staff.*

➤ **Jay Project**

Role : Sales Coordinator

Work Profile

- ❖ *Customer Handling.*
- ❖ *Coordinate with clients for o/s payments.*
- ❖ *Responding to incoming and outgoing calls.*
- ❖ *Scanning and Drafting Important Letters.*
- ❖ *Place order in system & take follow up for timely dispatch.*
- ❖ *Maintaining stationary and attendance registers.*
- ❖ *Check Daily Mails, Purchase entry in Registers.*
- ❖ *Quotation preparation.*
- ❖ *Taking care of all the correspondence.*
- ❖ *Attending queries and escalating it to concerned persons.*
- ❖ *Maintaining all office files.*
- ❖ *Coordinating with the client office for the statement issue.*

➤ **Shreelab Analyticals**

Role : Computer Operator & Receptionist

Work Profile

- ❖ *Responding to incoming and outgoing calls.*
- ❖ *Keeping a track of incoming and outgoing couriers.*
- ❖ *Maintaining stationary and attendance registers.*
- ❖ *Maintaining all office files.*
- ❖ *Customer Handling.*
- ❖ *Coordinating with the client for the o/s payments.*
- ❖ *Doing all types of back office operation work.*
- ❖ *Payments follow up.*
- ❖ *Keeping a track of incoming and outgoing couriers.*

Education:

Sr No	School / Collage	School / Collage	Passing Year	Percentage
1	S.S.C.	G.S.E.B	1999	57%
2	H.S.C	G.S.E.B	2001	63%
3	B Com	M.S. University	2004	50%

Other Knowledge:

- ❖ Knowledge of MS Office, Internet
- ❖ Tally ERP 9.
- ❖ Basic Knowledge of computer
- ❖ ERP Corporate Munim

Personal Information:

DATE OF BIRTH : 11th Oct 1982

SEX : Female

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