# RENU PANCHAL

# 7976949094

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| **Professional** Summary | Result- driven Business Coordinator with 3+years of experience in supporting and streamlining business operations. Proficient in management, workflow optimization and customer relations with a proven track record of enhancing efficient and fostering organizational growth. Able to communicate effectively with all organizational levels, build relationships of trust and enlist the participation and support of team members in aligning with and Organizational goal. | |
| Technical Skill | Human Resources Planning  Team Work  Creativity  Communication  Leadership  Problem Solving  Marketing & Management | Microsoft Excel  Microsoft word  PowerPoint  Tally ERP9 |
| Work History | **Business Coordinator**  **Shree Maruti Associates Pvt Ltd**  Udaipur (Rajasthan)  from March 2019 to Feb 2021   * To handle CRM Portal (ELGI Compressor) and   CCS Portal (ATS ELGI Automobile Equipment).   * To Place Purchase order and Tracking pending order in CRM and CCS Portal. * To Preparing and Sending quotation to customers, also provided suggestion for the available quality products and recommendation for exploring various other products related to their application. * To provide efficient customer services and maintain warranty claims to company and to send daily report of engineers to concerned Manager.   **Business Coordinator**  **OM Motors Pvt Ltd Udaipur Rajasthan**  from Sep 2016 to May 2017   * Maintain Daily Accounting Transaction * To handle DMS Portal (Dealership Management System) * To Online Booking orders and Tracking pending order * To Preparing and Sending quotation to customers * To handle routine maintenance issues of customers and to depute service Engineers of complaints, Maintain warranty claims to company and to send daily report of engineers to concerned Manager.   **Soft Skill Development Trainer**  **National Institute of Finance and Accounts**  From May 2015 to August 2016   * Provided English Classes * Activity Classes. | |
| **Education** | **MBA, Finance and HR**, Rajasthan Technical University, Udaipur, 2015  Final Grade: 71%  **B.com,** Mohanlal Sukhadiya University, Udaipur  Final Grade: 64% | |
| MBA Professional training | **Rajasthan State Mines and Minerals Ltd. from June – July 2014.**  Project 1: Investment Analysis of Company  Project 2: Corporate Social Responsibility | |
| **Achievement** | Scored 72% in RS-CIT Examination  (Basic computer, MS Office, Tally ERP9) | |
| Hobbies | Sketching and Handcrafting | |