

VAIBHAV PATIL

CRM, ADMINISTRATION AND
OPERATIONS



PROFILE

✉ vaibhavpatilv@gmail.com

📍 Mahim, Mumbai - 16

Date of Birth - 23/6/2002

Dedicated and results-oriented professional with 1.5+ years of experience in administrative, CRM, and operational roles. Proficient in overall administration, customer relationship management, product listing. Seeking a challenging position to leverage my skills and contribute to organizational growth.

SKILLS

- Front end web development
- Troubleshooting
- Good communication
- Front End Coding
- Problem-Solving
- Computer Literacy
- Team work
- Strong Communication

EXPERIENCE

OFFICE ASSISTANT

Lawyer at High Court and City Civil Courts, Mumbai
2019-2020

- Assisting senior and junior lawyers in day to day work.
- Managing day to day office activities.
- Handling customers relationship.

CRM, ADMINISTRATION AND PRODUCT LISTING

Logas Technologies, Mumbai branch.

Feb 2023-Oct 2024

- CRM - Handling day to day CRM work includes sales, customer support and more
- Operations - handling day to day operations work which includes order management, supplier relationships and delivery management
- Administration - Handling administrative task like overall office management, stock management, restocking of products and managing supplier relationships on day to day basis.
- Product listing - listed products on Amazon, preparing product list for companies own application, supplier pricing management and updating.

EDUCATION

HSC

Dr. Ambedkar Collge of Commerce
2017-2019

BCOM

Mumbai University
2019-2022

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CRM, SALES AND
OPERATIONS



CERTIFICATIONS

- MS-CIT
- Advance Excel
- Tally ERP 9

HOBBIES

- Listening to music
- Gaming on computers
- Coding
- Like to travel
- Bike riding

LANGUAGES KNOWN

- Marathi
- Hindi
- English

EXPERIENCE

JUNIOR ADMIN

Sukho Thai India Pvt. Ltd.

Oct 2024-March 2025

- Administration- Handling office activities on day to day basis as required.
- Stock management- Stock keeping and product supplies to all Mumbai Sukho Thai Spa branches. Restocking the products as necessary to maintain the stock as per the requirement.
- Finance- Recording invoices on ERP system on day to day basis for the records. Keeping in touch with vendors for accounting purpose.