
CURRICULUM VITAE

Mrs. Reshma Prashant Kokane

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CAREER OBJECTIVE:

A Highly Efficient, Results Driven And Capable Marketing Executive With A Proven Ability To Effectively Develop, Manage And Control Relationships Between The Company And Its Audience. Having a Proven Track Record of Quickly Understanding a Marketing Campaigns Mission, Vision and Objective and Then Communicating This to Potential Customers. Enjoying Challenging Briefs & Able To Work To An Excellent Standard Under Considerable Pressure Whilst Presenting A Positive Image To Clients & Colleagues.

Now Looking For a Suitable Position with an Ambitious & Exciting Company

EDUCATIONAL QUALIFICATION

Pass S.S.C. For the Year of Mar-2003 from Mumbai Board.

Pass H.S.C For the Year of Feb-2005 From Mumbai Board.

Pass T.Y.B.A. (Eco) For the Year Mar 2009.From Mumbai University.

COMPUTER KNOWN

Data Storage, Retrieval, Protecting System, Making Presentation

Intro to Photoshop & Page Maker, Web Designing

Information Technology, Ms Word, Ms Excel

Internet Surfing

EXPERIENCE

Company : **Deepak Fasteners Limited Thane**

Work Period : Currently Working From July - 2008

Job Profile : As Marketing Executive & Admin Assistant

Job Responsibility :

- Searching a New OEM & Approach to them send the Company profile for generate enquiry against the same
- After that enquiry has to generate then provide quotation after that follow up for order
- If received small requirement then provide service through the distributor & update for the same
- Approaching New vendor Reregistration against New OEM/ Projects/Tender fill up all document as per requirements & providing Company documents NDC also then chasing for vendor code
- Some Distributor Payment follow-up against Outstanding try to clear maximum Outstanding,
- Some Distributor take follow up for order/Verbal Order
- C form follow-up & clear against lot of pending
If Those are unable providing C form then recovery penalty amount from them
- Customer support according to the required

- Operating SAP System (Provide to Customer Accountant Statement, Sales Order Confirmation, Providing Dispatch Details Item Wise Pending List, Delivery note)
- (Before Also Operating ERP System in this Company)
- Office Admin Work
- Operating EPABX systems
- Handling incoming & outgoing calls forwarding to as per their required or answering to them
- As maintaining files, records, and correspondence for meetings
- Handles confidential information; organizes and maintains files
- Take inward courier & track all inward data
Ready for outward courier details tack to end user reach or not
- Maintain the Monthly record Tea & Mineral Water
- Maintain record/renewal AMC/ARC
- Office stationary
- Support to Senior as per the needs

PERSONAL DETAILS

Full Name	:	Reshma Prashant Kokane
Permanent Address	:	C- 8/8 Navgharkul CHSL Sector 48/A Seawoods Navi Mumbai- 400706
Date of Birth	:	08/01/1988
Languages known	:	Marathi, Hindi, English.
Category	:	Open
Marital Status	:	Married
Gender	:	female
Domicile	:	Hindu-Maratha.
Nationality	:	India
Hobbies	:	Learning New Things Always, Traveling & Reading.
Abilities	:	Analogical and Analytical Thinking. Passion for learning new things Never Die Approach Comprehensive problem solving abilities

DECLARATION

I hereby declare that all the information in this Resume is true and complete to the best of my knowledge and belief.

Place : Navi Mumbai

Date :

Yours Sincerely,

(Reshma Prashant Kokane)