Resume

Name: Ms.Poonam Prakash Vaidya Mobile No: 8433587887

Address: Rudraraj Building, Email Id: poonam.vaidya8@gmail.com

2/204,Plot No 62/A, Sector 21

Khandewshewar

Navi Mumbai -410209

**Career Objective:** To apply my knowledge and skills gained through my experience and education to attain zenith of success..

**Work Experience**:

**Current Employer: Dbind Wire Products Pvt Ltd**

As a Sales Coordinator from (September 2020 to Till Date)

**Job Responsibilities:**

* Coordination & communication with customer regarding order.
* Creating Performa Invoice /Quotation for customer.
* Managing prices & contract for existing & new customer
* Preparing Billing and and pending orders report on daily and quarterly basis.
* Preparing sales order in the system & keep track record of the stock provided by warehouse team.
* Coordinating with warehouse team on regular basis the proper dispatches of material.
* LR.Docket no share to customer via mail or whatsapap
* Schedule follow up with party.
* Updating customer regarding their Orders and tentative date of dispatch.
* Payment follow up with customer on regular basis.
* Filling documents in proper files

**Previous Employer: Precise Conchem Pvt Ltd**

As a Sales Coordinator from (August 19 to February 20)

**Job Responsibilities:**

* Coordination & communication with customer regarding order.
* Creating Performa Invoice /Quotation for customer.
* Preparing Billing and and pending orders report on daily and quarterly basis.
* Preparing sales order in the system & keep track record of the stock provided by warehouse team.
* Coordinating with warehouse team on regular basis the proper dispatches of material
* Schedule follow up with party.
* Updating customer regarding their Orders and tentative date of dispatch.
* Payment follow up with customer on regular basis.
* Filling documents in proper file.

**Previous Employer: Equitron Medica Pvt Ltd**

As a Sales Coordinator from (August 2016 to June 2019)

**Job Responsibilities:**

* Coordination & communication with customer regarding order.
* Creating Performa Invoice /Quotation for customer.s
* Preparing Billing and and pending orders report on daily and quarterly basis.
* Preparing sales order in the system & keep track record of the stock provided by warehouse team.
* Coordinating with warehouse team on regular basis the proper dispatches of material.
* Updating customer regarding their Orders and tentative date of dispatch.
* Payment follow up with customer on regular basis.
* Preparing Bank Receipt, Journal Entry, Payments, DN & CN note.
* Filling documents in proper file.

**Previous Employer**: **Kasyap Sweetners Limited**

As a Sales Executive from (August 2008 to June 2016)

**Job Responsibilities:**

* Coordination & communication with customer regarding order.
* Creating Performa Invoice /Quotation for customer.
* Keeping the track of pending orders.
* Preparing Billing and and pending orders report on daily and quarterly basis.
* Preparing sales order in the system & keep track record of the stock provided by warehouse team.
* Coordinating with warehouse team on regular basis the proper dispatches of material.
* Schedule follow up with party.
* Updating customer regarding their Orders and tentative date of dispatch.
* Managing prices & contract for existing & new customer.
* Payment and C form follow up with customer on regular basis.
* Preparing Bank Receipt, Journal Entry, Payments, DN & CN note.
* Filling documents in proper file.

**Previous Employer: Alice Pharma Pvt Ltd**

As a Sales Executive from (Feb 2007 to July 2008)

**Job Responsibilities:**

* Coordination & communication with customer regarding order.
* Creating Performa Invoice /Quotation for customer.
* Updating customer regarding their Orders and tentative date of dispatch.
* Keeping the track of pending orders.
* Generating Tax Invoice.
* Payment and C form follow up with customer on regular basis.
* Preparing Bank Receipt, Journal Entry, Payments, DN & CN note.
* Filling documents in proper file.

**Educational Qualification**:

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| --- | --- | --- |
| **Class** | **Board University** | **Mark Obtained** |
| B.A | Mumbai | II nd Class |
| H.S.C | Mumbai | II nd Class |
| S.S.C | Mumbai | II nd Class |

**Computer Proficiency**: Computer basic Knowledge, Microsoft Windows, 2000 Excel.

**Hobbies**: Reading, Singing & Dancing

**Personal Details**:

Date of birth: 8th November 1986

Material Status: Single

Languages Known: English, Hindi & Marathi

Date:

Place: Navi Mumbai