

RESUME

MISS. SAYALI ARUN HEDALKAR

**2st Floor, Room No. 27 Mahaganapati Darshan,
GaneshNagar, Star Colony, Manpada Rd,
Dombivli East**

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Career Objective

To seek a challenging position which will provide an opportunity to use and explore further the acquired knowledge base for Organizational as well as personal growth.

Work Experience

Junior Sales Executive at Sunil Industries Limited.

- Surfing and Preparing Government tender for the tendered store relating to Textiles.
- Preparing Vendor Reports.
- Formulating & Drafting Correspondence letters & Circulars.
- Amending the required Drafts and material work as per client's requirement.
- Preparing Budgetary Quotation, Cost Break - up and Keeping track record of bidding.
- Developing Offer & Dispatch paper regarding tendered item offered for inspection & item to be dispatched.
- Recording daily observation of Tendered item in respect of opening of Technical & Financial Bid.
- Identification and Check for procurement of Documents with respect to schedule of activities.
- Co – ordinating with Agents duly authorize & appointed to check the activities relating to ongoing tenders.
- Handling Mails.

Qualifications

- Passed S.S.C with First Class in March 2014 -15.
- Passed H.S.C with First Class in Feb 2016 -17.
- Passed TY B. Com with First Class in 2020.

IT Skills

- Maharashtra State Certification in Information Technology with First Class (83%)
- Tally ERP 9 With GST
- Advanced Excel

Personal Profile

Date of birth : 28th July 1999
Marital Status : Single
Languages known : English, Hindi, Marathi.
Gender : Female.

Strengths

- Highly organized and able to prioritize effectively detail oriented.
- Flexible and Adaptive
- Coaching People and Learning agility.
- Focus on the key input and deliver them with the right quality and in a timely fashion.
- Insightful – High motivated to learn and experience.

Weakness

- Concentrate on one thing at a time

Date:

Place: Dombivli

(Sayali A.Hedalkar)