

RESUME

SANGAM KAPIL YADAV

ADD : At.&Post- Devichapada
Taloja MIDC, Tal-Panvel,
Dist – Raigad - 410208
Contact: +91 9833599708
E-mail : sangamyadav171@gmail.com

CAREER ABJECTIVE: -

To be a part of dynamic organization where I can give my best and create good name for myself and my organization by using my knowledge of skills.

ACADEMIC QUALIFICATION: -

STREAM	SCHOOL / COLLEGE	BOARD / UNIVERSITY	PASSING YEAR	GRADE / PERCENTAGE
S.S.C	S.E.S (Kalamboli)	MAHARASHTRA BOARD	2011	73.09 %
H.S.C	D.G. Tatkare Jr. College	MAHARASHTRA BOARD	2013	60.00 %
B. Com (Commerce)	C.K.T. Arts , Commerce and Science College, New Panvel	Mumbai University	2016	68.00 %

PROFESSIONAL QUALIFICATION :-

- ❖ Complete MS-CIT Course from Maharashtra State Board of Technical Education, Mumbai, Branch- Kalamboli.
- ❖ Complete Certified Course in Advanced Accounting with Tally ERP 9 and GST.
- ❖ Certificate Course in Advanced Excel

PERSONAL SKILLS:-

- ❖ Excellent verbal and written communication skills.
- ❖ Confident about own work.
- ❖ Good Public Relation.
- ❖ Hardworking & Non-Abdicant.
- ❖ Positive attitude & Strong self-belief.
- ❖ Creative & Patient.

STRENGTHS:-

- ❖ Learning Attitude with good grasping power.
- ❖ Honesty, Commitment, Loyalty, and Smart Work.
- ❖ Hardworking nature.
- ❖ Easily adaptable to the changes.

KEY SKILLS:-

- ❖ Windows -7 & 10.
- ❖ MS Office
- ❖ Spreadsheets
- ❖ Email
- ❖ Documentation.
- ❖ Google Drive
- ❖ Social Media
- ❖ Advanced Excel

WORK EXPERIENCE:-

- ❖ Currently Working in **KAMAR INFRASTRUCTURE PVT LTD**, Taloja MIDC, Tal-Panvel, Navi Mumbai From August 2016. as a ‘**Sales Co-ordinator**’.

Key Responsibilities Co-ordination & Inventory Control :

- Assist the General Manager and handle official mail Id & General manager E-mail Id.
- Preparing Sale Quotation as per inquiry of the product.
- Preparing the Proforma Invoice for Payment purpose and outstanding report and follow up payment via mail.
- Arranging for the Dispatch in Co-ordination with the store Dept. and Site Person as per instruction from General Manager.
- Preparing Sales invoice and Purchase Order.
- Operating Tally Software related to Sales Entry.
- Maintain Monthly Sales Register.
- Handling Customer Query Via Mail.
- Preparing LC Document for Domestic.
- Maintaining the Project material Supplied report.
- Sending materials to party along with the challan and updating in the stock file.

MIS:

Preparing Weekly and Monthly MIS

- a. Monthly Report of Orders, Cancellation, Shifting, and billing report.
- b. Preparing monthly/quarterly reports of sales team for payment purpose.
- c. Maintaining records of assistant work and also the details of materials are sending.
- d. Maintaining Shifting material of customers with order of authorized person of party.
- e. Scheduling weekly meeting with dispatching admin, service manager, production Dept, and Billing Dept for smooth working and for resolving issues if any.

PERSONAL DETAILS:-

Name : **Sangam Kapil Yadav**
Father's Name : Kapil Yadav
Date of Birth : 26th June- 1995
Birth Place : Raigd Maharashtra
Gender : Female
Marital Status : Unmarried
Nationality : Indian
Languages known : Marathi, Hindi & English,
Hobbies : Listening music, Reading Book, and Travelling
Permanently Address : At. & Post – Devichapada, Taloja MIDC, Taluka
Panvel, Dist- Raigad Navi Mumbai - 410208

DECLARATION:-

- I hereby declared that the above-mentioned information is correct up to my knowledge And I bear the responsibility for the correctness of the same.

Place :- PANVEL
Date :- 24.08.2019

Signature
(SANGAM KAPIL YADAV)