

Resume

Name:Kalpesh Krishna Sakhare

CONTACT NO :- 9137233976/ 9220916311

DATE OF BIRTH :- 5th November 1989

EMAIL ID :- kalpesh.sakhare1989@gmail.com

ADDRESS :-

At.:-Pali Village, New Taloja MIDC Road, Post:-Khoni, Tal:-Ambernath,

Dist:-Thane, Dombivali (E) – 421204.

ACADEMIC RECORD:-

- **M.A.** From Pune University From the year 2012-2013
- **B.A.** From Mumbai University From the year 2010-2011
- **H.S.C.** From R.V.Nerurkar Jr.College Dombivli (*Mumbai*)
Passed Higher Secondary School Examination (Mumbai Division)
From the Year 2007-2008.
- **S.S.C** from Posu Bal Patil Vidyalay Bale- Vaklan(*Mumbai*)
Passed Secondary School Examination (Mumbai Division)
From the Year 2005-2006.

COMPUTER PROFECIENCY:-

- **Diploma in Computer Hardware Engineering**
- **MS-CIT**
- **Ms-Office Word, Excel, PowerPoint, Outlook**
- **Internet & Emails**
- **Advanced Excel**
- **Tally ERP 9 with GST**

PROFESSIONAL EXPERIENCE:-

**A) Educational Book Centre
(Mulund)****Work Period.****Post: - Back office as a cum sales coordinator****July 2012 to June 2015****Job Profile:-**

- Attending Enquires of customers
- Preparation of Quotations and proforma invoice
- Preparation of Price List of Products
- Follow up of Order
- Preparation of Quotations and proforma invoice for export sale
- Arrangement of Exhibition
- Payment Follow-up

**B) Parth Gaskets
(Dombivali)****Work Period.****Post: Office Administration cum Sales Coordinator****July 2015 to Till Date****Job Profile:-**

- Attending Enquires of customers
- Preparation of Quotation and proforma invoice
- Visit to the customers
- Bank Related Work- Cheq Deposit etc.
- Follow up of Order
- Payment Follow-up
- Preparation of Challan & Invoice
- Administration Work

STRENGTHS:-

Honest, hardworking, committed to give the best quality of work, willing to take new challenges, dedicated to my work and organization, good at computers.

Declaration

I hereby declare that all the information given above is true, to the best of my knowledge and belief.

DATE:-**PLACE:-****(Kalpesh Krishna Sakhare)**