

Rohit Sawant

Goal-Oriented Back Office Executive with Three Years of Experience.

Panvel, Maharashtra 410208

rohitsawantsr@gmail.com

9702881813

Experienced Back Office Executive with a proven track record in sales, purchase, accounts management. Skilled in coordinating with stakeholders, maintaining Excel reports, and ensuring smooth communication. Proficient in Tally ERP and Microsoft Office Suite. Seeking to leverage expertise in contributing effectively to organizational success.

Personal Details

Date of Birth: 1998-01-22

Eligible to work in: India

Total years of experience: 3

Address: At Post Navde Phase 2, Pawsha Residency Plot No 43, Navde 410208

Work Experience

SALES AND PURCHASE & ACCOUNTS EXECUTIVE

MICRORIVATE METAL PVT LTD - Navi Mumbai, January 2023 to Present.

- “MANAGE INQUIRIES”, PROVIDE RATES & QUOTATIONS PROMPTLY.
- HANDLE PURCHASE ORDERS, INSTRUCT WAREHOUSE FOR MATERIAL DELIVERY.
- SOURCE MATERIALS FROM EXTERNAL SUPPLIERS AS NEEDED.
- MANAGE MILL TEST CERTIFICATES METICULOUSLY.
- PROFICIENT IN TALLY SOFTWARE FOR FINANCIAL RECORDS.
- IN-DEPTH KNOWLEDGE OF STEEL METAL GRADES.
- CULTIVATE STRONG STAKEHOLDER RELATIONSHIPS.
- COMMUNICATE EFFECTIVELY ON BILL PAYMENTS.
- COORDINATE MATERIAL STOCKS & UPDATE EXCEL LISTS.
- PREPARE SALES & PURCHASE ORDERS, QUOTATIONS.

Executive-Control Room

JCC INFRASTRUCTURES PVT LTD- Navi Mumbai, March 2021 to May 2022.

- “COORDINATED WITH SITE SUPERVISORS” TO RESOLVE ISSUES PROMPTLY.
- MAINTAINED EXCEL REPORTS: SITE ATTENDANCE, VEHICLE, PUMPS.
- MANAGED VEHICLE MAINTENANCE, OIL, DIESEL REQUIREMENTS.
- COLLABORATED WITH MANAGERS, PROVIDED SITE & VEHICLE REPORTS.
- APPROVED BILLS FOR SITE AND VEHICLE MAINTENANCE.
- GENERATED PURCHASE ORDERS AND DELIVERY CHALLANS.
- IDENTIFIED PROCESS IMPROVEMENTS FOR OPERATIONAL EFFICIENCY.
- ASSISTED IN TRAINING AND ONBOARDING NEW STAFF.

Education

BACHELOR OF COMMERCE-UNDERGRADUATE IN UNIVERSITY OF MUMBAI

University of Mumbai - Navi Mumbai, Maharashtra.

Skills / IT Skills

- Microsoft Word
- Excel and PowerPoint
- Tally ERP
- Proficient In Mail Drafting and Communicating.
- Working knowledge of CRM platforms

Languages

- Marathi - Native
- Hindi - Fluent
- English - Intermediate

Online Profile

<https://twitter.com/RohitSa96129357>

Certifications and Licenses

MS-CIT

2014 to 2014