

Shweta Rajendra Mahamunkar

Address : Teen Dongri, Tanaji Nagar, Near Police Quarters, Goregaon West, Mumbai-400104.

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Date of Birth : 29th Jan 1995

Mobile : 8080707591

OBJECTIVE :

To be part of a top-notch team of professionals working in an environment that provides continual Intellectual challenge and to apply and enhance my knowledge and experience in efficient Management skills and problem solving methodologies in order to contribute to improve the Efficiency, competitiveness, and growth of the organization.

EDUCATION :

- TYBCOM
- HSC
- SSC

QUALIFICATION:

- MS CIT
- ADVANCE EXCEL

Computer Skills : Proficient in Microsoft office, Basic and Advance Excel, internet surfing, Tally ERP 9, PowerPoint etc.

SKILLS : CRM Software, SAP Software

Interpersonal skills : Deals effectively with a wide variety of people
Handles conflict successfully

Teamwork skills : Ability to work effectively in a team setting
Able to motivate to team members to greater success

Communication skills : Speaks persuasively and articulately

Listen carefully and accurately

**Total Experience : Sales Assistant at DYNA ENERGY SOLUTIONS LLP
06th March 2023 to Present day**

Managing new and existing customers. Coordinate business development

Activities, Procurement, Prepare Quotations, Order Confirmation

Taking follow up, Dispatch Material, taking feedback, well versed

Computer Operations. Telephonic & Email communications.

Sales coordinator cum marketing executive at Manika Plastech Pvt.ltd.(11th May 2022 To 17th Dec 2022) (7 Months)

Sales coordinator at Rajesh Paper Mart (25th Sept 2020 To 10th May 2022) (1 Yr 7 Months)

Back Office Executive in Tiptop Fashions Pvt Ltd (E-commerce) (5th March 2018 to 10th September 2019) (2Yrs 6 Months)

I hereby declare that the information furnished above is true to the best of my knowledge.

Place : Mumbai

Date : (SHWETA R MAHAMUNKAR)