

CURRICULUM – VITAE

SNEHA SACHIN LONDHE

Add: Trillium, A-601, Magarpatta City, Hadpasar Pune 411028.

Email: sneha_haldankar23@yahoo.com

Phone: +91- 9870771385

WORKING EXPERIENCE:

Spear Logistics Pvt Ltd (work for Siemens Ltd)

Designation - Junior Executive

Duration- 6th Jan 2017 to 15th Jan 2018

Job Responsibilities-

1. To do accurate and timely booking of Customers Orders.
2. To Create Manual Sales Orders and Free Supply Orders.
3. To Making Order related changes i.e. Ask date, Confirmation changes, Ship to party changes, Addition / Deletion, Updating discount, Order Blocking / unblocking.
4. Monitoring the status of the Sales Orders in system by reviewing various reports on daily / weekly basis as,
 - Zero confirmation
 - Open Sales Order
 - B-Stop
 - IDOC
 - Mail Monitoring
 - Booking of Dummy item
 - Double Order booking
 - First Mismatch
 - APU.

Aum Sys online services.

Designation - Product Development Executive

Duration- 01st June 2016 to 1st Jan 2017.

Shree Ganesh Services.

Designation - Office Executive

Duration- 21st Jan 2016 to 20th May 2016

ACADEMIC QUALIFICATION:

Examination	Discipline/ Specialization	School/college	Board/University	Year of Passing	Percentage
S.S.C.	S.S.C.	Subhedhar Wada High School, Kalyan.	Maharashtra Board	March 2010	66.80%
H.S.C.	H.S.C.	K.M. Agrawal collage, Kalyan	Maharashtra Board	March 2012	52%
T.Y.B.Com	Commerce	K.M. Agrawal collage, Kalyan	Maharashtra Board	March 2015	64%

OTHER QUALIFICATION:

Examination	Discipline/ Specialization	School/college	Board/University	Year of Passing	Percentage
MS-CIT	Computer Information	MKCL	Maharashtra Board	October 2010	86%

Language	Institute	Board/University	Year Of Passing	Speed	Percentage
Marathi	Bharti Commercial T/W & S/H Institute	Maharashtra state Council of Examination, Pune	Dec 2012	30WPM	72%
English	Bharti Commercial T/W & S/H Institute	Maharashtra state Council of Examination, Pune	May 2014	40WPM	75%

<u>PERSONAL INFORMATION</u>	
Name	: SNEHA SACHIN LONDHE.
Gender	: Female.
Marital Status	: Married.
Language	: Marathi, Hindi and English.
Date of Birth	: 23 rd Feb 1995.
Hobbies	: Cooking

DECLARATION:

The above information to the best of my knowledge is correct and true. No attempts have been made to falsify details.

Date:-

Place:-

(SNEHA SACHIN LONDHE)