

Harshalata Vishwanath Patil

Bhalkar ward no 5 Samudrapur -442305 Dist. Wardha ,Ta.Post
Samudrapur

9518582671 | patilharsha75@gmail.com

Experience

- Movetech Conveyors Pvt Ltd**
22 Dec 2022 - 31 March 2025
Sales co-ordinator office Executive
I am working as a sales co-ordinator office Executive in Movetech Conveyors Pvt Ltd,(Sawardari)Pune.
I am working excel Power point.
Sales related software module.
 - * Quotation prepared.
 - * Sales order Booking.
 - * Manages daily operations and performance sales strategies and processes.
 - * Generated report regular status of department.
 - * Maintain file system and database sales records manages department budget.

Education

Course / Degree	School / University	Grade / Score	Year
BE (Computer Science and Engineering)	Rashtrasant Tukadoji Maharaj Nagpur University	7.9	2022
HSC	Maharashtra State Board	60	2017
SSC	Maharashtra State Board	78	2015

Skills

- Knowledge of ERP software (Expandex, ERP next could base system)
- SAP
- Ms Excel
- Ms PowerPoint
- ERP next working modules in CRM software knowledge of selling all modules
- C & C++
- Knowledge of Microsoft Power BI

Personal Details

- Date of Birth : 26/09/1999
- Marital Status : Single
- Nationality : India
- Gender : Female
- Place : Chakan Pune -410501