

# **RESUME**

## **Lata Devidas Ghaitilak**

Plot no.205,Bhakti Nagar,Pisadevi Road, Aurangabad, India

D.O.B : 12-05-1985

Marital Status : Single

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## **OBJECTIVE**

Seeking challenging career in Sales to get a position of responsibility, using my professional skills and efficiency to communicate my ideas and views and commit myself for achieving organizational objectives with the team effort and my positive attitude and performance.

## **EDUCATION**

SSC

HSC

B-COM

## **WORK EXPERIENCE**

### **Billing & cashier**

01-06-2015 To Till Date

Waman Hari Pethe Jewellers

calculate sold product amount generate Bill in company ERP software and take cash from

customers and maintain history of bills maintain cash and send to bank account.

### **Back Office Administrator**

11-04-2012 To 31-05-2015

Waman Hari Pethe Jewellers

take proper order from sales executive and send to manufacture department. maintain customers orders products and booked products. maintain customers requirements. monthly backup and stock analysing

### **sales executive (Diamond & Gold )**

11-12-2009 To 10-04-2012

Waman Hari Pethe Jewellers

Attend Costumers. introduce brand. sale items. achieve targets.

costumer service. daily stock

report. follow-up of costomer. give the proper knowledge of company policies.

## **SKILLS**

\* \* Computer operator

\* \* MS-Excel, Tally, DTP, Extra.....

\* \* Typing English – 30/40 & Marathi - 30

## **HOBBIES**

\* Reading.

\* singing

\* Traveling.