

SNEHAL DHIRAJ PAGAR

@ snehalshirsath29@gmail.com

9762062964

Hirawadi , Panchavati , Nashik 422003

snehal-pagar-6891241a0

Snehal Shirsath



Objective

I am looking for a challenging job with a rapidly growing organization that can provide me with a range of goals and job objectives within a contemporary and economical business setting.

Experience

Trebax Solutions Pvt.Ltd

22 July 2019 - Present

Customer Support Executive

- 1.Handle and solve customers' issues.
- 2.Handle some marketing work.
- 3.Handle all office work.
- 4.Collect customers feedback.
- 5.Lead conversion.
- 6.Manage upset customers.
- 7.Deliver outstanding service.

Surya Electro Multi Services Pvt.Ltd Nashik

28 Sept 2018 - 12 May 2019

Customer support executive / Office Executive

- 1.Calculate load and making quotation of solar power system.
- 2.Handle customers issues related solar power plant.
- 3.Handle purchase department.
- 4.Handle some marketing work.
- 5.Handle all office work.
- 6.Draw solar power plant diagram.
- 7.Contacted customers via phone and email to confirm deliveries and follow up with inquiries.
- 8.Developed and implemented efficient filing systems and customer database protocols.
- 9.Responded to telephone inquiries from clients and delivered information to inform and educate callers.
- 10.Implemented updated online collection procedures for payment, increasing on-time payments by 100%.

● **JARS Online Retails Services Pvt.Ltd Pune**

29 Nov 2017 - 15 June 2018

Customer Support Executive / Administration Assistant

- 1.Handle all office work.
- 2.Handle all order and delivered at correct customer.
- 3.Handle all bill department.
- 4.Handle all purchase department.
- 5.Handle all cash department
- 6.Organized files, developed spreadsheets, faxed reports and scanned documents.
- 7.Received and routed incoming mail and packages to target personnel without delay to promote timely business actions.
- 8.Managed daily office operations and equipment maintenance.
- 9.Compiled and uploaded files into records management system .
- 10.Developed and implemented record management procedures.

● **Power Deal Energy Systems,Nashik**

2011 -

Training

Complete 1 month industrial training



Education

● **Pune University**

2019

MBA - Business Analytics

Appeared

● **Pune University**

2016

BE - E & TC

69%

● **Mumbai University**

2012

Diploma - E & TC

71%

● **Nashik Board**

2009

SSC

76%

● **Technocraft Training Center Nashik**

2020

C,C++,Python, Machine Learning,Data Science

Appeared

● **Networking Academy Nashik**

2017

CCNA Networking

● **Aptech Computer Education Nashik**

2014

Basic Networking



Skills

- Business Planning
- Customer relations
- Organizing packages
- Check processing
- Social Media Management
- Transporting files
- Invoice organization
- Phone call answering
- Tracking documents



Projects

● BE - SOLAR PANEL MAXIMUM POWER POINT TRACKER."

Description- MPPT stands for Maximum Power Point Tracker. The main aim will be to track the maximum power point of photo voltaic module so that the maximum voltaic possible power can be extracted from the photo voltaic.

● DIPLOMA - UNMANNED FUELING FACILITY

Description- A project designed / developed for the petrol pump system to manage filling petrol in vehicles without attendant person. We have used a swipe card who will be having balance in the Indian rupees. The petrol machine will have a swipe card decoder which will decode information from the black stripe on the card and accordingly our command it will start filing into your vehicle automatically.



Language

- English
- Hindi
- Marathi



Personal Details

- Date of Birth : 29/03/1993
- Marital Status : Married
- Nationality : Indian



Declaration

I declare that the above-furnished details are true to the best of my knowledge and belief.

Place: Nashik.

Date:



A handwritten signature in black ink, appearing to read 'Snehal', written over a horizontal line.

SNEHAL DHIRAJ PAGAR