**NIKHIL ANIL SAWANT**

**Flat No 703, Royal Residency-B, Khariwad, Nani Daman-396210.**

**Mobile No :- +91 9033179597**

**E-mail:-** [**niksawant96@gmail.com**](mailto:niksawant96@gmail.com)

Name of the candidate : NIKHIL ANIL SAWANT

Name of the Post Applied : Sales Assistant

Job related skills / software : On Time Dispatch SO Wise/PO Wise,

Preparation of Invoice,Making PO/SO Sheet

Category : Import / Export

Sub Category : Sales Assistant

Year of Experience : 4 Years

State : Daman

Gender : Male

Salary Expected per Month(Rs) : 18,000 to 25,000

Highest Qualification attained : Electrical Engineer

Major / Specialization : Sales Executive

Email id : niksawant96@gmail.com

Are you looking for job now : yes

Can the recruiter contact you : yes

RESUME :  
Nikhil Sawant  
Contact no. 09033179597  
E-mail Id : [niksawant96@gmail.com](mailto:niksawant96@gmail.com)

Career Objective :-  
Seeking a responsible post for challenging position and looking forward to a making a significant contribution in a company that offers a genuine opportunity for progression.  
  
Educational Qualifications :-  
\*\* Electrical Engg from Delhi University   
  
\*\* Completed 10th

Computer Skills :-  
\*\* I have operational knowledge of MS OFFICE (Excel, Word, and Access PowerPoint), Udyog Software ,Waybill ,Lr update  
  
Work Experience :-  
Current Organisation- Aristoplast Products Pvt Ltd  
  
Designation- Executive (Dispatch and Logistics)  
Location – Daman

Reporting to – Deputy Manager (Dispatch & Logistics)  
Period – 1th April 2015 to till date.  
  
Job Profile :-  
\*\* On Time Dispatch PO/SO Wise.  
\*\* Preparation of Ewaybill.  
\*\* Making SO/PO sheet & Dispatch of material as per SO/PO schedule.  
\*\* Prepare Pre Intimation and Post intimation.  
\*\* Handling of Crates and Household material  
\*\* Handling of Dispatch Team.  
\*\* Dispatch planning of daily basis.  
\*\* Preparing Sales Invoice, Stock transfer invoices.  
\*\* Prepare Sales order and create Invoices through UDYOG.  
\*\* FG stock physically entry on daily basis.  
\*\* Maintain The Material Stock on UDYOG Software.  
\*\* Documents (invoice & ewaybill) file after checking on daily basis.  
  
Company Profile :  
Ltd. (formarly known as Aristoplast Products Pvt Ltd) has led the plastic industry to amazing heights of success. Since the inception of company in 1982, we are worldwide recognized as the leading manufacturer, supplier and exporter of a variety of international standard products.

DECLARATION:

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

Place: Daman Yours faithfully,

Date: Nikhil A. Sawant