

RESUME

Sachin Dongre

Mobile : +91 9340396388, 7509534173

Email : dongresachin95@gmail.com

Nationality : Indian

Date of Birth : 09-05-1995

Marital Status : Married

Languages : English, Hindi, Marathi

Address : H.No.62, Pragati Nagar Ashoka Garden, Bhopal (M.P.)

Objectives

Ambitious to become a part of a prestigious and dynamic organization to contribute towards its growth and development through dedication and hard work.

Skills

- Ability to work independently to complete designated time sensitive work.
- Receive approved drawing and mobilize manpower as per schedule.
- Plan and execute work sequence based on program schedule.
- Arrange work sequence to open up works for all sub-contractors.

Education

- 10th Passed from M.P. Board, Bhopal (2012-13)
- Intermediate (10+2) Passed from M.P. Board, Bhopal (2014-15)
- B.A. from BU University, Bhopal (2021-22)
- MBA (HR) from MPU (2022-24)

Work & Experience Details

Sales Executive – Maa Kalyani Cement Traders, Bhopal, Madhya Pradesh

Roles & Responsibilities:

- Developed and maintained strong relationships with dealers, retailers, builders, and contractors across Bhopal and nearby markets to increase cement sales.
 - Identified new business opportunities, generated orders, expanded the dealer network, and consistently achieved monthly sales targets.
 - Coordinated with warehouse and transport teams for timely deliveries, collected payments from dealers, and prepared daily sales reports while ensuring excellent customer service.
-
- 03 Years Experience in Aegis BPO as a CEO Desk Escalation.
 - 04 Years Experience in Maruti Suzuki as a Service Advisor.
 - 02 Years Experience in Ola Electric Pvt Ltd as Service Advisor.
 - 07 Months Experience in Ather Energy Pvt Ltd.

Training

- 01 Month Training in Aegis BPO in Customer Care Executive.

Special & IT Skills

- English (Read, Write, Speak)
- Hindi (Read, Write, Speak)
- MS-Window, MS-Word, MS-Excel

Personal Attributes

- Energetic and willing to learn.
- Hard working.
- Easily adapt to any environment.

Declaration

I hereby declare that the above-mentioned information is correct to the best of my knowledge and belief.

SACHIN DONGRE