

**MAYUR RAVINDRA RIKAME**

D.O.B.: 16-March-1994

Nationality: India

Location: Pune, Maharashtra, India

Mobile: +91 9767154550

Email: [mayurrikame160394@gmail.com](mailto:mayurrikame160394@gmail.com)

Passport No: S5135881

**OBJECTIVE:**

- To obtain an office / clerical position in which my customer services, personal, clerical and general office skill will contribute to greater office efficiency and productivity.

**EDUCATION:**

Education	University/Institution	Passing Year
MBA (Part Time)	University of Mumbai	Pursuing
B Com	Pune University	2015
HSC	HSC Board, Pune	2011
SSC	SSC Board, Pune	2009

**LANGUAGES:**

- **English** – Reading, writing and speaking
- **Hindi** – Reading, writing and speaking
- **Marathi** -Reading, writing and speaking

## **SPECIALIZED SKILLS:**

- Excellent interpersonal and communication skills
- Multi-tasking abilities with proficiency in organizing and managing different tasks
- Track record of creating a safe work environment for staff and customers.
- Thorough insights in overseeing stock levels and ordering supplies
- Proficient in assigning duties and scheduling shifts
- Contribute to team effort by accomplishing related results as needed.
- Maintaining effective working relationship with colleagues
- Computer literate, able to use Ms Word, Ms Excel, Outlook

## **PROFESSIONAL EXPERIENCE:**

- 1) **Assistant Material & Logistics** (Dispatch Coordinator)  
Tata Motors Ltd. Pune, India  
01/2016 – 09/2016
- 2) **Assistant Material & Logistics** (Dispatch Coordinator)  
Innovsource Pvt.Ltd Pune, India  
04/2017 – 03/2018

### **Responsibilities:**

- Updating Road Permit records given by the dealer and issuing as per requirement of transporters.
- Maintaining record of Shortages, Dent and Damages happened in transit and updating Recovery statement for the same.
- Working with TML Distribution Online Portal.
- Trailer Tracking, daily trailer location updates.
- Supervising the loading cars & updating Lorry Receipts.
- Coordinate to all Regional Logistics Managers, Quality Dept. & Dealers regarding Road Permit & Trailer Status.
- Establishing good working relationships with transporters through personal contact; discussing and resolving problems regarding delayed delivery dates.

- 3) **Tele Caller**  
Krsnaa Diagnostics Pvt.Ltd, Pune, India  
10/2018 – 04/2019

4) **Sales Coordinator**

Al Inshrah Eng. & Elect. Ltd, Sharjah, UAE

08/2019 – 08/2021

**Responsibilities:**

- Helping the sales team to improve their productivity by contacting customers to arrange appointments and ensuring all Sales Representatives have high-quality, up-to-date support material.
- Prepare quotations as per clients enquires.
- Generating Delivery Notes, Invoices in Tally.
- Handling urgent calls, emails, and messages when Sales Representatives are unavailable, answering customer queries, informing them of delays, arranging delivery dates, and scheduling marketing events.
- Handling orders by phone, email, or mail and checking the orders have the correct prices, discounts, and product numbers.
- Inputting orders, ensuring they are processed according to customer requirements, and ensuring all orders are accurate and delivered on time.
- Collaborating with other departments to ensure sales, marketing, queries, and deliveries are handled efficiently.
- Developing and maintaining filing systems so as to maintain sales records, prepare reports, and provide financial information to the finance department

**INTERESTS:**

Hiking, Yoga, Cricket

**I hereby declare that the details and information given above are complete and true to the best of my knowledge.**

