



Symbiosis Centre for Distance Learning (SCDL)

Symbiosis Bhavan, 1065B, Gokhale Cross Road, Model Colony, Pune-16

Tel: 020-66211000, Fax: 020 -66211040, 66211041

Website: www.scdl.net

Role	Back Office for Marketing department
Company name	Shrikrishna Agro Equipment Pvt. Ltd.
Salary slab	10 K to 15 K
Age	21 – 30 years
Educational Qualification	Any Graduate or Diploma holder
Job Responsibilities	Travel Arrangements, MIS, Report Generation, Pre and post tendering work, Client follow up, communicating with clients on daily basis, preparing Quotations, payment follow up, coordinating and follow up with production, marketing and accounts department whenever work demands, preparing different formats and sending it to concerned department, machine dispatch / transport formalities.
Preferred Skills	Excellent Communication skills written and verbal, Strong interpersonal, analytical skills, negotiation skills, good decision making, Should have good presence of mind.
Company website	www.rocksplitter.in

Contact Person: Gandhali Bagade - HR Executive

Company Name : Shrikrishna Agro Equipment Pvt. Ltd.

Tel No : 020 25433054 / 25434328