

# ANIKET APTE

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**Mobile:** 70839 60139

**Location:** Nagpur, India

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## Profile Summary

Dynamic and results-oriented professional with over 12 years of experience in MIS coordination, business development, sales coordination, and project management. Proven ability to drive business growth and operational excellence by leveraging strategic planning, client relationship management, and advanced data analysis. Highly skilled in MS Excel, ERP systems, and project coordination, with a strong track record of managing complex projects and delivering high-quality results.

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## Key Competencies

- **Analytical Thinking:** Expert in data analysis and reporting.
  - **Project Management:** Proven ability to manage projects efficiently.
  - **Client Relationship Management:** Skilled in building and maintaining strong client relationships.
  - **Strategic Planning:** Adept at strategic planning and execution.
  - **Communication:** Strong verbal and written communication skills.
  - **Adaptability:** Able to handle multiple tasks and adapt to changing environments.
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## Professional Experience

### Project Coordinator

**Vijaywargi Infra Engineers Pvt. Ltd. | Dec 2021 – Present**

- Managed local purchases, contractor billing, and recruitment for the marketing team.
- Handled data entry, payment management, and material statements using Excel.
- Coordinated end-to-end recruitment processes and managed purchase of computer peripherals and electronic items.

### Business Development & Manager- MIS Coordination

**Fortune Petroleum & Auto LPG Pvt. Ltd. | Aug 2019 – Dec 2021**

- Conducted market research, generated leads, and coordinated sales activities.
- Proficiently managed MIS operations, including data collection, analysis, and reporting.
- Developed strategic plans for operational changes and liaised with various departments for smooth operations.

### Business Development & Sales Coordinator

**Confidence Petroleum India Ltd (Go Gas) | May 2014 – Aug 2019**

- Developed sales strategies and identified new market opportunities through research.
- Managed client relationships, coordinated events, and assisted in preparing presentations.
- Provided administrative support and handled feedback on proposals.

### Site Assistant

**Hindustan Petroleum Corporation Limited** | Sep 2013 – May 2014

- Provided operational support for bio-fuel and Jatropha plants, including programming and implementation support.

### Software Support Engineer

**Word-pro Computer Consultancy Services** | Mar 2013 – Aug 2013

- Managed ERP implementation, data collection, user training, and post-Go-live support.

### Marketing Executive

**Rucha Prakashan** | Jul 2011 – Mar 2013

- Collected data for schools and colleges and managed product dissemination and supply management.

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## Education

- **B.Sc. in Industrial Science**  
YCMOU Open University, 2015
- **Diploma in Computer Technology**  
Shri Datta Meghe Polytechnic, Nagpur, 2010
- **H.S.S.C.**  
Jupiter Junior College, Nagpur, 2008
- **S.S.C.**  
Jupiter School, Nagpur, 2003

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## Accomplishments & Certifications

- ✓ **Data Analysts Toolbox: Excel, Python, Power BI**

Udemy Certificate no: UC-a1030e08-37fd-43c8-a7e3-ac9ae2bffa28

Valid from Sep '21. Does not expire.

- ✓ **Digital Marketing Training**

Certification completion ID: dfqu15hdm12

Validity: Does not expire.

- ✓ **Digital Marketing**

Certification completion ID: CAN\_32146811

Validity: Does not expire.

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## Technical Skills

- **MS Office Suite:** Excel (VLOOKUP, Pivot Tables, Macros), Word, PowerPoint
- **ERP Systems**
- **Data Entry & Database Management**
- **User Support**

## Soft Skills

- Communication
  - Problem-Solving
  - Organization
  - Time Management
  - Teamwork
  - Customer Service
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**Place:** Nagpur, India

(Mr. Aniket Apte)