Priya Bhat

Sales Operations Executive | SAP SD End User

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Summary

Sales operations executive with three years using SAP sales and distribution workflows for industrial goods orders. Checks order information, follows delivery and billing status and coordinates exceptions with the responsible teams. Maintains clear records while working within assigned business-user access.

Experience

Jul 2024 - Present

Sales Operations Executive | SAP SD End User, Example Copperline Industrial Supplies

Ahmedabad, India

- Processed an average of 75 sales orders each month, checking customer references, material details and agreed delivery information.
- Tracked open-order exceptions and coordinated with warehouse and billing colleagues, reducing overdue internal follow-ups from 21 to 8 in one quarter.
- Reconciled customer purchase-order references against billing documentation before sending queries to the authorised billing team.
- Created a reviewed handover checklist for pending orders so the next shift could identify missing information and action owners.

Jul 2023 - Jun 2024

Sales Operations Assistant, Example Copperline Industrial Supplies

Ahmedabad, India

- Checked customer purchase-order references and recorded missing information for the order-processing team.
- Maintained daily order-status notes and learnt assigned SAP workflows under supervisor review.

Education

B.Com 2020 - 2023

Example Lakeside Institute

Skills

SAP business workflows: Sales order entry, Order status review, Delivery coordination, Billing query support

Operations: Customer reference checks, Exception tracking, Excel reconciliation, Shift handovers

Fictional sample from ResumeGuru. Names, employers and achievements are illustrative.
www.resumeguru.ai/resume-samples/sap-sd-end-user-resume-sample