
Sales Order Processor Resume

Job Objective

To work as Sales Order Processor utilizing skills and education.

Highlights of Qualifications:

- Admirable experience in customer service, sales order entry, project coordination and order management
 - Working knowledge of worldwide accepted export procedures and shipping processes
 - Deep knowledge of attaining sales and assurance for repeat custom
 - Familiarity about federal government orders and invoicing procedures in administrative environment
 - Skilled at interpersonal relations, computer applications and organizational management
 - Ability to take work initiatives and perform proactively in team
 - Ability to handle different product matters and offer crucial details to sales department and customers
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Professional Experience:

Sales Order Processor

Vitera Healthcare Solutions, Brentwood, NY

August 2007 – Present

- Received, reviewed and processed orders from sales department.
- Reviewed sales related contracts, agenda and documents for appropriate execution and duly signed.
- Ensured financial documents were protected, discreet, deposited, paid and received apt authorization.
- Updated Salesforce with latest order details to get order approval status.
- Created tasks in Salesforce to remind Sales and Customer Service personnel to proceed with task and notified for fulfillment requirement purchase.
- Logged order in respective system and related activities in database.
- Created and distributed newly assigned task concerned paperwork as needed.

Sales Order Processor

Airgas Inc., Brentwood, NY

May 2004 – July 2007

- Processed complete information of received sales orders.
 - Provided customers with common information and other details if asked.
 - Resolved arising queries with respect to sales orders on timely basis.
 - Responded to incoming calls from customers and performed routine office activities simultaneously.
 - Performed closely with supervisors to put into practice company's policies, procedures and objectives.
 - Reported and explained sales order related matter to Order processing Supervisor.
 - Provided assistance to Order Processing Supervisor for trouble free operational flow for order processing.
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Education:

Bachelor's Degree in Business

Missouri Southern State University, Joplin, MO

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