Rahul

[Rahul.254517@2freemail.com](mailto:Rahul.254517@2freemail.com)

**Seeking assignment For Office Opr | BDM| Procurement | Logistics & Supply Chain Executive | Import | Tendering | Metals | Sales | ICT role in an Organization of Repute**

**Personal Snapshot**



* A self-motivated individual and a meticulous planner with goal clarity and with a very positive mental attitude.
* Values of honesty and integrity enable me to stand tall in a crowd.
* Able to maintain impressive personal relationship within the work group.

**Career Aim**



* To be the active and best human resource to company in across of all cost centers.
* Aim for the organization and personal growth with optimum customer satisfaction.



**Professional Snapshot**

* Over 5+ years’ experience in *Business and Inside Sales Management, Handling all Operations, Admin activities* *and Key Account Management* for the current organization.
* Currently working with **“Baheti Metals Group”** as Operations and Inside Sales at **Ahmedabad (Guj.)**
* **Focus is to help customers with latest available solutions with optimum prices and quick turnaround.**
* Resourceful at maintaining business relationship with customers to achieve quality product and service norms.
* Excellent Relationship Management, Analytical & Communication Skills.
* **Handful knowledge of IT products: End users computing i.e. Laptops/Desktops/Workstations, Printers, Systems Infrastructure like Servers and Storage etc. (HP, Dell, Lenovo)**

**Core Competencies**



**Inside Sales and Operations**

* Identifying prospective clients, generating business from existing and new accounts & developing them to achieve consistent profitability.
* Maximizing Profits, Innovative Marketing/Sales Solutions, Good Public/Social Relations
* Building and maintaining healthy business relations with major clientele, ensuring maximum customer satisfaction by achieving delivery & quality norms.
* Tracking competitor activities & providing valuable inputs.
* Ensure end to end sales cycle with procurement activities to get best pricings, support, and tendering activities.
* Adhering to **ISO 9001** process.
* Active in providing regular various reports to management and instrument using excel & word.

**Employment Profile**



**Organization Name: Baheti Metal and Ferro Alloys Ltd.**

**Work Experience:** 1stMarch 2010 to till date

**Role:** Management, Inside Sales and Administrative/ logistic representative

* Managing day to day sales, post shipments and imports.
* Designing of all Details to the Purchaser by Quotations & Performa invoices.
* Designing of Details of the Container & Documents of the same.
* Following the Containers Tracking, Planning For Payment,
* Maintaining Booking Chats, Payment Chart of the Containers,
* Tender checking, Pre Tender Design
* Checking all tender technical specifications and tender drawings.
* Understanding the project requirements, preparing pre-bid queries,
* preparing all technical data for tenders,
* Communication with clients to understand their scope of work, designing as per their requirement.
* Taking Care of Orders & Following up for Deliveries.
* Submitting Documents as per the LPO, Sending Invoices to Customer & Follow up payments,
* Reports to Management using Microsoft Excel & WORD. Updating all the Containers Update.

**Internal coordination:**

* Coordinating with internal team for their clarification, explaining the system requirement, helping them in getting quotations for the exact requirement.
* Coordinating with design people to explain the design requirement of client after award of the contract.

**Educational Qualifications**



*A.* **Academic**

|  |  |  |  |
| --- | --- | --- | --- |
| **Levels** | **School/College** | **Board/University** | **Result** |
|  |  |  |  |
| 10th | The Rosery School Ahmedabad | Gujarat Board | 1st class |
| 12th | The Rosery School Ahmedabad | Gujarat Board | 1st class |
|  |  |  |  |
| F.Y. B.com. | Som – Lalit College Ahmedabad | Gujarat University | IInd class |
|  |  |  |  |
| S.Y. B.com. | Som – Lalit College Ahmedabad | Gujarat University | IInd class |
|  |  |  |  |
| T.Y. B.com. | Som – Lalit College Ahmedabad | Gujarat University | IInd class |
|  |  |  |  |

*B.* **Professional**

|  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | **Subject** |  |  | **Institution** |  |  | **Result** |  |  | **Grade** |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |
| **ICA** |  |  |  | The Institute Of Computer Accountant. | |  | Pass | |  | A | |  |
| (Industrial Computer Accountant) | | |  |  |  |  |  |  |  |  |  |  |
|  | Business Computer Application. | |  |  |  |  |  |  |  |  |  |  |
|  | Financial Accounting. | |  |  |  |  |  |  |  |  |  |  |
|  | Advanced Practical Accounts. | |  |  |  |  |  |  |  |  |  |  |
|  | Taxation. | |  |  |  |  |  |  |  |  |  |  |
|  Excise & Service Tax. | | |  |  |  |  |  |  |  |  |  |  |
|  | R.O.C. | |  |  |  |  |  |  |  |  |  |  |
|  | Banking. | |  |  |  |  |  |  |  |  |  |  |
|  Payroll & portfolio Management. | | |  |  |  |  |  |  |  |  |  |  |
| **D.C.A.** (Diploma in Computer Application) | | |  | Pramukh Swami Computer Class | |  | Pass | |  | A | |  |
|  | M.S. Office. | |  |  |  |  |  |  |  |  |  |  |
|  | Internet. | |  |  |  |  |  |  |  |  |  |  |
| **“C”** Language | | |  | Pramukh Swami Computer Class | |  | Pass | |  | B | |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |

**SKILLS/STRENGTH/HOBBIES:**

* Self Motivation and a passion to succeed.
* Proficiency in Communication Skills.
* Good qualitative aptitude along with eagerness to learn.

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|  |  | **Personal Details** |
| Date of Birth | : | March 25, 1989. |
| Languages Known | : | English, Hindi, and Gujarati |
| Marital Status | : | Married |