

**CURRICULAM VITAE**

**Name: Pavitra**

**Language Known**: English, Hindi, Tulu, Marathi, Kannada

**Date of Birth**: 19th August 1990

**E-mail Id:** pavitra-394037@2freemail.com

**Visa status**: Personnel Sponsored Visa.

**Current Location**- Al Karama , Dubai

**Notice Period**: Immediate

To seek a position in a progressive organization that offers innovative and challenging working environment and that will nurture my skills and competencies to achieve the desired corporate and personal goals

**WORK EXPERIENCE**

***1. Joseph Group- May 2018 – Present***

**Export Executive**

**Dubai, United Arab Emirates**

* Handling long term export projects for African region
* Plan and Coordinate with client and internal team for project execution
* Co-ordination with design dept to get the design and preparation of shop drawing & artwork.
* Consolidation of all documents and finalizing the artwork by taking client approval.
* Reviewing all documents related to project and forwarding this to the production BOQ for execution and Co-coordinating for inspection
* Follow up with production on status and progress of work.
* Obtain all legal documents necessary for exports during shipment from shipper and managing all online certification require for shipment.
* Preparing quotation & Proforma Invoice, Packing list and send it to client
* Work closely with production teams to provide solutions for client requirements.
* Approval of quotation from client & release of PO
* Acceptance of PO and maintaining document control.
* Keeping track of projects & maintaining reports for all bill of quantity, elements addition in artwork
* Obtains all attested legal documents necessary for exports.
* Working on SAP to prepare Sales Order & Job Card for internal system.Prepare daily tracking report for both internal team and client
* Working on internal Software (Designed for this project) for finalizing the project from preparing artwork to dispatch of elements.
* Coordinating & following up with client for payment and closing the accounts in our system.
* Managing social media marketing campaigns and day-to-day activities for company website
* Writing content and topics to reach the company's target customers through social media platform.
* Create and manage all published content images, video and jobs done for clients.
* Showcasing projects done for all the industry we serve to get more leads and sales for the company
* Writing Meta title and description for web page to maximize the traffic to site.

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***2. July 2016- October 2017* Manager- Inside Sales Lead**

**Mumbai**

* Managing virtually by phone, electronically or social media, meetings a set of assigned or acquired accounts
* Builds, maintains and forecasts sales pipeline, creates and develops account plans
* Ensure effective B2B prospecting, up/cross selling of range of products.
* Generate and qualify leads to create new sales opportunities to closure
* Prepare monthly, quarterly & annual sales forecasts. Setting & tracking sales targets for team.
* Sets and executes sales strategy for assigned portion of account, territory or industry vertical.
* Build a solid inside sales that exceeds sales goals, monitor employee’s productivity & motivate team to reach daily sales goals. Make proposals on work processes.
* Participate in client interactions to ensure cross training, customer satisfaction & management involvement regularly to maintain client relationship
* Collaborate with marketing support & internal systems, product management & account management to facilitate new programs, campaigns & offerings
* Manage performance via Salesforce & oversee resource planning, reporting, territories, incentives & communications for the assigned team.
1. ***Office Products - July 2014 - July 2016.***

**Business Development Manager**

* Responsible for new business development & performance of marketing activities through B2B Channel and retaining existing customers. To convey staples value proposition to clients
* To develop, implement and transform the company’s overall business strategy, motivate the team, consolidate existing business and seek out new avenues for business so as to maximize the profits.
* Following up with the clients and negotiating the deals.
* Perform full sales function, including pre-sales activities, preparing quotations and responding to tenders, presentations, contract negotiation, gathering market intelligence as well as handling post-sales activities.
* Work closely with pre-sales & delivery teams to provide solutions for client requirements.
* Manage and maintain key relationships with vendors and collaborating partners
1. **July 2011-Aug 2012**

**Credit Billing (CB) Analyst-Mumbai**

**INTERNSHIP**

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1. ***SCMC Pvt Ltd Jan 2014 – March 2014***
2. ***IMRB International May - July 2013***

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**EDUCATIONAL QUALIFICATION**

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| **Year of** | **University / Boards** | **Institution** | **Result** |  |
| **Passing** | **Exam Passed** |  |
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|  |  | **Fr C Rodrigues Institute Of Management Studies** |  |  |
| **2014** | **MBA- (Marketing)** | **(Fr Agnels Business School), Mumbai University** | **Pass** |  |
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| **2011** | **B. Com** | **SIES College of Commerce** | **Pass** |  |
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**SKILLS**

 Thorough knowledge of Windows XP, MS Office, Salesforce Software, SAP

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