***RESUME***

**NAME : SACHIN**

**Email ID :** sachin-397690@gulfjobseeker.com

**Personal Details:**

**Date of Birth : 1st September, 1974**

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

**Career Objective:**

**Work at my level best and use my skills as well as knowledge to serve the organization,**

**Which recognizes talent and awards hard work.**

**Understand and learn how a company functions and know the factors and people necessary**

**for running the company successfully.**

**Qualification:**

**Exam Passed UniversityClass\_\_\_\_\_\_\_\_\_\_\_**

**B.com. Mumbai IInd Class**

**H.S.C Mumbai IInd Class**

**S.S.C. Mumbai IInd Class**

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***Other Qualification : Certificate Course in Computer which***

***IncludesMSOFFICE(word, excel V-look up , H-lookup, PIVOT Tables)***

***TALLY ERP 9, SAP etc.***

***Strengths:***

**\* Innovative and Hardworking.**

**\*Fast Learner and ability to do perfect things.**

**\*Comprehensive Problem solving abilities.**

**\*Outstanding productivity as an assistant**

**\*Self-belief, Adaptability and Patience.**

***Work Experience :***

**A.**

**Designation : Sr. sales Coordinator**

**Duration : Aug. 2014 to till date.**

***Company details :***

**Manufacturer and Exporter of Industrial chemicals. Having customers all over in India and Turkey , UAE, Egypt , Middle East etc.**

**Job Profile :**

**\*Developing new customers, Generating leads from networking and contacts.**

**\*Fixing an appointment of sales and marketing executives with new customers and existing customer for more business, new product launch.**

**\* Respond quickly and efficiently to all in-coming sales enquiries, Produce information to the new customers regarding prices, products and taxes etc..**

**\* Preparation of quotation and inform the same to senior managers (production and sales ) follow up for quotation status.**

**\*Process the orders as per approved prices and inform to respective sales managers..**

**\*Coordinating with the customer for documents required for execution of customer order.**

**\*Coordinating with interrelated departments for processing/dispatch of customer order/purchase orders, issuing sales invoices and delivery orders**

**\*After dispatch if customer required any information such as Material testing report, transport details, pending orders schedule etc.**

**\*preparing Outstanding statement and follow up for the payment and also follow up for the C’form.**

**\*Introduce new customers for more business and expand the business. Also have the great skill and ability to develop the new customers.**

**\*Market survey for the prices of each and every product. Daily discussion with reputed customers for the prices and dispatch schedules.**

**\*Arrangement all deliveries after proper product planning, and satisfy the customers requirement.Co-ordinate with all Marketing /Sales team, Marketing/ Sales managers and factory managers for enquires, prices, new products , customer complaints etc.**

**\* Preparing all type of reports i.e. MIS reports, o/s reports, stock reports etc.**

**B.**

**Company Name : SUDERSHAN GEARS**

**Designation : Sales Coordinator**

**Duration : March.2011 to July 2014.**

***Company details :***

**Company is Manufacturing all type of Gear boxes, Gear motors, Loose Gears , Solenoids, Sprockets, Electro Magnetic Brakes, Also Manufacturing Heavy Duty Gearboxes required for Cranes.**

**Job Profile :**

**\*Developing more business from existing customers and also find new customers for expand the business.**

**\*Fixing an appointment of sales and marketing executives with new customers and existing customer for more business, new product launch.**

**\* Respond quickly and efficiently to all in-coming sales enquiries, Produce information to the new customers regarding prices, products and taxes etc..**

**\* Preparation of quotations and inform the same to sales team and follow up for quotation status.**

**\*Process the orders as per approved prices and inform to respective sales person .**

**\*Coordinating with the customer for documents required for execution of customer order.**

**\*Coordinating with interrelated departments for processing/dispatch of customer order/purchase orders, issuing sales invoices and delivery orders**

**\*After dispatch if customer required any information such as Material testing report, transport details, pending orders schedule etc.**

**\*preparing Outstanding statement and follow up for the payment and also follow up for the C’form.**

**\*Introduce new customers for more business and expand the business. Also have the great skill and ability to develop the new customers.**

**\*Market survey for the prices of each and every product. Daily discussion with reputed customers for the prices and dispatch schedules.**

 **\*Co-ordinate with all Marketing /Sales team, Marketing/ Sales managers and factory managers for enquires, prices, new products , customer complaints etc.**

**\* Preparing all type of reports i.e. MIS reports, o/s reports, stock reports etc.**

**c.**

**Company Name : Laffans Petrochemicals Ltd.**

**Designation :Account dept. 1year (payment section) / Sales Coordinator about 5years**

**Duration : Apr.2005 to Feb.2011.**

***Company details :***

**One of the reputed chemicals Manufacturing Company having yearly turnover of Rs.200croes. Well establish business in India as well as Singapore, Europe, Saudi Arabia.**

**Job Profile :**

**\*Cold calling and generating leads from networking . Also have the ability to develop new customer and good relationship with existing customer for more business.**

**\*Fixing an appointment of sales and marketing executives with new customers and existing customer for more business, new product launch.**

**\*Having around 1 year experience in party payment section, which includes party payments as well as factory and salary payments etc.**

**\*Send product Price Quotation, Performa Invoice to customer and follow up for the orders.**

**\*Continuous follow up with the factory to process order and co-ordinate with Dispatch & Logistic department to make product dispatch wiith in stipulate time.**

**\*Appointing Reputed Transpoters for all over India for bulk load as well as part loads, clearing Transpoters bills, as per contract.**

**\* Solving the Transpoters queries, damage settlements, scrutinized Transpoters bills,recontract them if the changes in fule rates, and other charges.**

**\* Appointing agents at all over Maharashtra and support them for Sales.Co-ordinate with customers, agents for delivery status and order related complaints & queries.**

**\*Preparing MIS Reports and Monthly Sales Report. Preparing Outstanding statement and follow up for the payment. \*Attending customer calls to support customer service and co-ordinate with service, sales / marketing and order processing personnel.**

**\*To tackle complaints like non-receipt of product / service, delay in services, problem in service delivery, defective product , non-working product , etc.**

**\*Maintaining the product wise database for customers & for sales team. Updating installation database and service visit schedule.**

**\*Receiving and sending emails to respective department and , follow up with Sales team for Preparing monthly report, Maintaining filing documents.**

**\*Co-ordinate with all Marketing /Sales team, Marketing / Sales Managers and factory managers for enquires , prices, new products , customer complaints etc.\*Checking emails and replying, preparing circulars, Preparing Quality analysis report on quarterly basis.\*Follow up with Sales Persons for outstanding payment customer.**

**D.**

**Company Name : A. V. Logistics Pvt. Ltd.**

**Designation : Account Assistant /Logistics Executive**

**Duration : Nov.2000 to Mar.2005**

***Company details :***

**Company involves in Clearing and Forwarding business at Bhiwandi in Thane with multinational companies like WYETH PHARMA LTD. NOVARTIS, GERMAN REMEDIES etc.**

**Worked for Sales Department with well organized sales team for the multinational companies like above**

**Job Profile :**

**\*coordinating with 200 stockiest and customers for Maharashtra and South region for Pharma as well as Consumer division.**

**\*Timely execution of orders & deliveries in line with customer’s requirement.**

**\*Recruiting good transporters for easy, safe and smooth transactions.**

**\*coordinating with MRs and ASM for orders and dispatchesetc**

**\*Accepting the quotations from vendors and forward the same to HO.**

**\*Checking the transporters bills and forward the same to HO.**

**\*Taking care of cold chain products and their transportations.**

**\*Daily updating stock report, maintaining the stock levels.**

**\*Coordinating with factory and branches for smooth movement of Consignments.**

**\*Outstanding payment collections from stockiest and customers, charge interest for delayed payments.**

**\*Collection of advance cheques from pharma as well as consumer division.**

**\*Controlling Inventory level i.e. re-ordering level. Preparing the inventory reports.**

**\*Correspondence with Head Office and other depot all over India.**

**\*Generating all type of reports like Outstanding report , stock report , sales tax report as per requested by Head office.**

**My Assets:**

**\*Sincerity towards work undertaken.**

**\*Adapting to new situation.**

***Achivements:***

**\*Ability to work under pressure**

**\*Ability to interact with client companies to resolve various operational problem cases.**

**\*Coordinating with various departments to enhance the system smooth functioning.**

**\*Preparation of reports and statements.**

**\*How to work with seniors on the complicated matter.**

**I hereby declare that all information furnished above is true to the best of my knowledge & Sense.**

 **(Sachin)**