

Resume

Shashin P. Panchal

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B. Com, with 18 + years of experience and seeking assignments in Sales & Marketing, Coordination Management as a Sr Executive Sales Co-ordinator .

Profile Snapshot

- A result-oriented professional with nearly 2 years of experience handling ERP, CRM, MIS, Export Documentation, Tender Documentation, Sales Coordination

- Presently work with **Doshion Polyscience Pvt Ltd** located Ahmedabad it is one of the leading manufacturers of Entire range of **ION EXCHANGE RESINS , PHARMA POLYMERS & MEMBRANE PERFORMANCE CHEMICALS** for water and wastewater , non-water and special applications.

- Previously worked with **Zota Healthcare Ltd** it is one of the leading manufacturers of generic medicine as well as running channel of retails store of **Dava India Generic Store** all over India located at Surat as **Sales Executive**. Help them to increase more business in retails with different kind of activates like canopy in society, fair, mall, handling store in fair.

- Before that my performance with **Param Communication** as **Business Development Manager** at Ahmedabad location. Deft in handling all corporate clients, government sectors like banks, panchayat etc, for bulk Vodafone corporate plan as well as customer service related activities.

Work Experience

April'19 to till date Doshion Polyscience Pvt Ltd. Ahmedabad as Sr. Executive Sales co-ordinator.

Job Responsibilities:

- Have Good understanding of the businesses products or services.

- Create a sales pipeline

- Generate leads and cold call prospective customers.

- Seek out the appropriate Contact in an organization.

- Understand the needs of customers and also able to respond effectively with a plan of how to serve them.

- Liaise with the finance team, warehousing and logistics departments appropriate.

- Have skills in manage Stocks, dispatch order as well as for resolving operational issues and clients' concerns satisfactorily

- Order processing in ERP system from Punching order, Performa invoice, Sales



order, Delivery memo, Sales invoice, E-Way bill.

Coordinate with store person as well as transporters to get dispatch done on time.

Create new customer master in ERP to maintain all customers details.

Customers & dealers debit note, credit note, sales invoice courier on daily basis.

Maintain monthly & weekly cash flow from market as per outstanding & payment follow up with customers.

Making Export documents for forwarder as well as for customers as per the requirement. Also get ready all export documents to file lodgement against USD in to the bank against BRC closer. Also get it done COO from Gujarat Chamber Of Commerce for Export documents.

In Government sector like NFL, UCIL, MFL, IFFCO, GMDC, MPPGCL, RRVUCL I have to registration as a New Vendor in government portal as well as physical form summation. I have to prepare all tender related documents to submit online tender on e-tender portal.

Dec'18 to March'19 Zota Healthcare Ltd. Surat. As Sales Executive

Key Result Areas

Handling here to an analysis market movement of existing retailer, help them to increase in daily counter business.

Cold calling for Create new retailer for Dava India Generic Store in market of our company, all the retailers are an under observation for all time.

Doing promotional activates like canopy in society, fair, mall, handling store in fair to increase more counter for existing store.

- **Marketing analysis work**, connected with the clients for all time.
- All time Under observed topics are mainly **product stock (expiry product ,non moving products , fast moving , new launched products , in transit products and under process products) , invoices , dispatch detail ,Dispatch type of transportation confirmation, co ordination with were house.**
- Co-ordination with the retailers regarding new launch products, liquidate to near expiry and non moving products.
- Provide the proper information regarding to product according the client requirement.
- Convince for new product purchase to existing client and also motivate for increase the sale day by day.
- Daily observing of individual retailer's sale movement & maximum try for the increase the sale from existing client.
- Distribution of product promotional material, gift arrangement, stock availability of material, product promotional
- Always be ready to help to the retailers regarding their issues of products / Scheme / Discount / promotional material & Gift article



Feb'13 to Nov'18 Param Communication- Ahmedabad as Business Development Manager

Key Result Areas

Handaling Corporate customers and Government Organization like Bank, Nagar-Palika & Panchayat for Vodafone bulk CUG mobile post-paid plan & services.

Cold Calling to create new corporate customers & market analysis.

Coordination works while create a new client to payment collection all the process.

March'11 to Jan'13 Enara Community Care - London as Care Assistant

Key Result Areas

Look after disable & old age people for their daily routine works.

Take them out for shopping; help them to take their medicine.

Give daily health update of clients to the NHS (National Health Security) department.

Aug'08 to Feb'11 NGS Print & Finishers Ltd – London in Packing Department

Key Result Areas

Making & packing Boxes, Working on book binding machine, paper punching machine, paper collecting machine, spiral binding machine.

Moving pallets and shrink rap all boxes on pallet and get ready to dispatch.

Dec'06 to Jun'08 Sanral Rasayan – Ahmedabad as Clark

Key Result Areas:

Order processing in ERP system from Punching order, Sales order, Delivery memo, Sales invoice & up to dispatch material.

Coordinate with store person to get dispatch done on time.

Customers & dealers debit note, credit note, sales invoice courier on daily basis.

Maintain monthly & weekly cash flow from market as per outstanding & payment follow up with customers.

Collection of out standing payments from customer's weekly basis.

Create all sales data reports as well as all stock inventory store wise.



Dec'04 to Nov'06 Sintex Industries Ltd. - Ahmedabad as Sales Associates

Key Result Areas:

Cold Calling to create new distributors all over to south Gujarat for FMD(Factory Made Doors) & market analysis.

Coordination works while create new distributors to payment collection & all the process.

Convince for new product purchase to existing dealers and also motivate for increase the sale day by day.

Observing of individual dealers sale movement & maximum try for the increase the sale from existing dealers.

Distribution of product promotional material, gift arrangement, stock availability of material, product promotional

Always be ready to help to the retailers regarding their issues of products / Scheme / Discount / promotional material & Gift article

Dec'2000 to Nov'04 Aqua-Z Services. – Ahmedabad as Customer Service Representative

Key Result Areas:

Cold Calling for new customers for service of Water Purification Machine as well as RO Plant & sales new product like Softener Machine, RO Plant, Water Purification Machine.

Provide time to time after sales service for Customers.

Academic Details

2000 Bachelor of Commerce (B.COM) from Gujarat University, Ahmedabad - India

1997 H.S.C 12th Commerce (10+2 Pattern) from GHSEB – Ahmedabad – India

1995 S.S.C 10TH from GSEB – Ahmedabad - India

Personal Details

Address : J-202 Kanak-Kala Appartment-2, Opp Rahul Tower,
100feet Anandnagar Road, Satellite,
Ahmedabad-15

Languages Known : English, Gujarati, Hindi, and Marathi

Date of Birth : 06th December, 1979

