

Ritesh Pohankar
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Objective:

To make positive contribution as part of a dynamic and well reputed organization in a position where my management, decision making and communication skills will be appreciated and enhanced.

Professional Profile:

- A dynamic professional with more than 13 years of experience in **International Business, Domestic Business Development. Networking with customers and suppliers**
- Expertise in New Business Development, Research for establishing new business and relationship building with customers and suppliers
- Proficient in **Bidding, tendering process with knowledge of ERP Functionality** procedures, service standards & operational policies for business excellence.
- Proficient in managing & motivating teams for running operations & extensive experience of developing procedures, service standards & operational policies for business excellence.
- Ensured growth of the business and revenue increase of the organization by growing business from existing clients or adding new business and customers.

Work Experience:

- **Working with Chemline India Ltd, New Delhi as Sr.Manager - since April 2021**
- **Worked with Ionic Chemicals Pvt Ltd as a Export Manager , New Delhi from July'16 to March 20**
- **Worked With Metenere Ltd, Delhi as Sr. Executive Marketing from July. 2014 to June. 2016**
- **Worked with Shivalik Bimetals controls Ltd as Export Executive New Delhi from May. 2011 to June. 2014**
- **Worked with Metro road Systems Pvt. as Asst Manager, Business Development(Tendering & Bidding from Nov.2008 to April.2011)**
- **Chemline India Ltd,**

Company Profile: Manufacturer & Exporter of Industrial Adhesives & Coatings, One of the largest exporters of HOTMELT ADHESIVES , coating , from INDIA. Since July 20 at Present

Job Responsibilities:

- Handlin the domestic market **sale of offset of Hotmelt adhesive & coating**
- Maintain and manage sales for the existing and new customers across the geographies in markets **in western area**
- Develop a strong pipeline of customers in new territories and industry segments.
- Conduct research to build a network with potential customers and create new Trader network to strengthen the business.
- Undertake competitive analysis & market intelligence for conceptualizing sales strategy.
- Coordinate with all international & domestic distributors, agents & monitor their performance to achieve global sales and profit goals
- Maintains accurate records of all international pricing. Sales and activity reports
- Analyze all market intelligence reports and identify all new business opportunities in the assigned territories to expand business and maintain an efficient portfolio for same.
- Maintains relationships with clients by providing support, information, and guidance; researching and recommending new opportunities; recommending profit and service improvements.
- Identifies product improvements or new products by remaining current on industry trends, market activities, and competitors.
- Prepares reports by collecting, analyzing, and summarizing information.
- Take care of export documentations and ensure the timely negotiation of export documents and timely payment of all export bills
- Interact with freight forwarders and clearing agents for all export consignments.
- Maintain and update data base with all shipment for internal MIS.

- Maintain Proper coordination between plants production team , logistic , dispatch team & ensure that the shipments could reach at customers destination as per the deadlines
- Participate & Coordination with the organizer of various Exhibition for participation and visit.
- Negotiating with the organizer to get optimum benefits in minimum cost.
- Research and data mining to have more insights on the business environment of domestic and international market and plan business strategies accordingly
- Accomplish sales objectives by forecasting and developing annual sales for regions and territories; projecting expected sales volume and profit for existing and new products
- To maintain a strong knowledge of competitor's offerings and be prepared to deploy counter strategies and tactics to protect and grow current market shares.
- Identify the key regions, products and customer sub segments to maximize the profitability for the company and focus business development efforts on these.
- To communicate and meet with customers and suppliers on a regular basis to generate orders and to enhance relationship.
- To follow up for production status and shipment for orders received and to ensure payment from customers on a timely basis.
- Managing customer centric operations & ensuring customer satisfaction
- Contributing towards the profitability of the company by ensuring that the target is achieved.

Ionic Chemicals Pvt Ltd ,New Delhi

Company Profile: - Manufacturer & Exporter of Industrial Adhesives & Coatings, One of the largest exporters of HOTMELT ADHESIVES , coating , Pigments from INDIA.

As Export Manager (July 16 to June 20)

Job Responsibilities:

- Coordinate with all international & domestic distributors, agents & monitor their performance to achieve global sales and profit goals
- Maintains accurate records of all international pricing. Sales and activity reports
- Analyze all market intelligence reports and identify all new business opportunities in the assigned territories to expand business and maintain an efficient portfolio for same.
- Maintains relationships with clients by providing support, information, and guidance; researching and recommending new opportunities; recommending profit and service improvements.
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- Identify the key regions, products and customer sub segments to maximize the profitability for the company and focus business development efforts on these.
- To communicate and meet with customers and suppliers on a regular basis to generate orders and to enhance relationship.
- To follow up for production status and shipment for orders received and to ensure payment from customers on a timely basis.
- Generate new customer Funschool, Srinivas Fine Arts & Anupam Stationery
- Managing customer centric operations & ensuring customer satisfaction
- Contributing towards the profitability of the company by ensuring that the target is achieved.
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Metenere Ltd. (Delhi)

Company Profile :- Metenere Ltd., formerly known as Met trade India Ltd. (MTIL) is a leading Co. engaged in Non ferrous Metal Production specially Aluminum, Lead, Copper, Zinc . The company is also one of the biggest producers of lead and only producer of pure Lead (99.99) in India. With a Turnover of Rs.2000 Crores

As Sr. Export Executive Marketing (July'14 to June'16)

Job Responsibilities:

- Handling all top battery manufacturers & other various trading Company
- Handling Exports Sale of **Lead ingots & Aluminium Alloy Ingots to Aluminium Dye casters Automobile industry / Industrial products.**
- **Documentation(Pre-shipment & Post-shipment),Order Confirmations against PO's**
- **Process dispatch as per the contract scheduling.**
- E-mail correspondence with customers for the day to day activity
- Provide the essential support for the logistics team to dispatch the export related cargoes
- Sending introduction letters to new customers & follow-up
- Collecting payments and documents and Follow-up Etc.
- Co-ordination with plant for executing Orders. Send SO Through SAP
- Quotations, Proforma Invoices and Provisional Invoices , L/C opening,
- Payment follow up with overseas customer & Providing Samples to Overseas agent
- Resolve Customer's Complaint amicably& Design Review Marketing Strategy
- Provide the plan as per customer schedule to the production department
- Handling Documentation filing ref to vender development, rate contract
- Provide Commission of Agents
- Handling the complete supply chain management to insure the timely Delivery.
- Arranging the corrective action plan & provide CAPA after that Close the complaint
- Generates leads related to given region area
- Exercised team leadership skills including enabling individual and team effectiveness
- Open communication, proactive planning, and excellence in execution.
- Managing customer centric operations & ensuring customer satisfaction
- Attending to client's complaints and undertaking steps for effectively resolving them
- Contributing towards the profitability of the company by ensuring that the target is achieved

Shivalik Bimetals controls Ltd, New Delhi

Company Profile: - Shivalik is well known Bimetals manufacturer company, Supplier of Thermostatic Bimetal and it's a single vendor for many OEMS, like Siemens, LSIS, Legrand, and Schneider many others across the world, since1886.

Designation: -Export Executive (From May 2011 to June 31st 2014) - 4 years

Job Responsibilities:

- Participate in international trade fairs/Exhibitions for business promotion
- Market Research to find out possible Suppliers/Customers.
- Handling Customers Portals , download schedules & process forecasting
- Planning with Production team for the Raw material Planning.
- Handling Documentation filing ref to vender development, rate contract.
- Handling the complete supply chain management to insure the timely Delivery.
- Maintain MIS – Right from order confirmation to Dispatched Shipments,
- Payment follow ups & other operational activities.

Metro road Systems Pvt. Ltd

Company Profile: - Delhi based corporate Deals in Tolling, Parking & Intelligent road systems, collaboration with some foreign companies

Designation: - Asst Manager, Business Development (Tendering & Bidding) Nov.2008 to April.2011

Job Responsibilities

- Identification of Civil Infrastructure Projects such as Toll Ways , CCTV installation ,Ports etc
- Utilize the public information and personal network to develop.
- Analyzing latest marketing trends and providing valuable inputs for fine tuning for sales & Marketing strategies.
- Corporate sales accounts and develop new business Via tendering
- Follow the Complete tender activities from scratch till the end
- Manage client relationship and ensure high level of customer satisfaction.
- Site visits prerequisites preparation in cooperation with technical team.
- Attending pre-bid meetings, submission of tender & identifying & follow-up with key Decision makers in govt. & other for exp. Uttarakhand Police,
- Responsible for Service Delivery and overall health of the relationship

Academic Qualification:

- M.B.A (International Business): From IPS ACADAMY INDORE in the year 2005.
- B.COM. from Jiwali University in the year of 2003.
- 12th : From M.P Board in the year 1999
- 10th : From M.P Board in the year 1997

Computer skills:

- ERP /SAP /TELLY
- Software: Microsoft Excel/Power point/Word/Outlook, Internet Explorer, Chrome etc

Personal Detail:

Father's Name : Sh. Ramesh Pohankar

Date of Birth : 20/04/1980

Address : C32 Yash tower, Jodhpur Gram , Near 100 Feet road ,
Satellite Area, Ahmedabad PIN 380015

Languages Known: Hindi, English, and Marathi

Marital Status : Married

Salary :

Declaration: I hereby declare that the information provided above is correct to the best of my knowledge & belief.

Date:

Place: Ahmedabad

(Ritesh Pohankar)

