

CURRICULUM VITAE

UTKARSH SIKLIGAR

Email: u.sikligar@gmail.com

Mobile no. : +91-9727770677

PERSONAL DETAIL

- Nationality : Indian
- Date of Birth : 27/11/1985
- Place of Birth : Baroda
- Marital Status : Unmarried

EDUCATION

- Completed Graduation with Diploma in Business Administration from National Institute of Management in 2008.

COMPUTER SKILLS

- Knowledge of major MS Office software applications, including Word, Excel and PowerPoint. Also very familiar with E-mail communications and Internet connectivity.
- Operating skill of Auto-cad R12 package.

PROFESSIONAL QUALIFICATIONS

- Six Months Diploma Programme in Logistics & Supply Chain Management from National Institute of Labour Education & Management in 2014.
- Six Months Diploma in Export & Import Management from National Institute of Labour Education & Management in 2011.
- Six Months Diploma Programme in Industrial Safety from National Institute of Labour Education & Management in 2009.

PROFESSIONAL WORK HISTORY

Currently working as PPC Officer at "ADHVIK HI-TECH PVT LTD" – FROM SEPTEMBER 2016 TO PRESENT

Company profile:

ADVIK Hi-Tech Private Limited (AHPL) is one of India's leading & Global automotive components manufacturers. AHPL have been catering to the needs of a number of domestic and overseas customers across four continents in the two-wheeler, stationary engine and transmission system segment for the past twelve years.

AHPL provide custom-made solutions for our customers designs, keeping in mind their needs and specifications. Customer base includes leading automotive original equipment manufacturers in India, Europe, UK, US and ASEAN Region.

Scope of job:

- Store handling of inward and outward material.
- Dispatch of material.
- Solving customer complaints.

- Discussion with customer about dispatching their material.
- Handling purchase department for packing material.
- Issuing material through barcode to production department.
- Maintaining raw material and finish goods inventory.

Worked as Senior Assistant - Production Planning with “WELSPUN INDIA LIMITED”, ANJAR –FROM SEPTEMBER 2013 TO SEPTEMBER 2016

Company profile:

Welspun Group is one of India's fastest growing conglomerates, registered at a CAGR of 30% over the last decade. Welspun is a fully integrated player within the Pipes, Plates & Coils and Home Textiles sector, it also has a presence in the other business verticals such as Steel, Infrastructure and Energy. As a globally recognized leader in the fields of Line Pipes and Home Textiles, Welspun Group has captured a strong foothold in more than 50 Countries, it employs over 24,000 people and has as many as 100,000+ shareholders.

Welspun Textile has begun journey before 27 years and today is the third largest home textile company Globally, At Anjar we are manufacturing Non-Woven line items and distributing it globally with rich presence and flawless supply and chain.

Scope of job:

- Daily MIS Reporting through SAP.
- To handle PP / MM module
- Receiving stock Bin wise & SKU wise.
- Warehousing & Transportation Management.
- Out bound Monitoring.
- To co-ordinate & monitor dispatches domestic and international.
- Track of transit damage in transit to the end customer.
- SAP stock reporting
- Highlighting systems bugs to the IT team
- Provide information as and when required & through periodic reports.
- Bin wise dispatch of Material
- Preparing the invoice of dispatched material

Others:

- Coordinating with Security, office boys and Picker boys in order to ensure smooth functioning of the warehouse activities.

Worked as marketing executive with “INDIA MART INTER MESH LIMITED, VADODARA”– FROM JUNE 2012 TO JULY 2013

Scope of job:

- To craft superb marketing strategies for the organization's brand products.
- To make the marketing budget for each of the brand segments of the organization.
- To make comparative marketing analyses and create approximate sales prediction.
- To increase brands' loyalty of clients to the company's by adopting shiny messages to the brand.

Worked as Fire & Safety Officer with “NSASA, VADODARA” – SEPTEMBER 2009 TO JUNE 2012

Scope of job:

- Working as Independent shift In charge of fire Department.
- Implementation of proper fire & safety aspects in day to day operation in the plant.
- Organizing of periodically test, monitoring of maintenance of exist firefighting and Safety equipment's / Appliances.
- Attending all fire & Safety related call and Conducting Safety training programmed (Fire & Safety awareness training) and Mock Drills for the Employee's. And Co-operation with Safety Personnel's for Safety Check, in shore side.
- Carry out regular fire and squad drills.
- Technical support in Accident and incident investigation and analysis.
- Co-ordination for onsite and offsite emergency response plan exercise.
- Co-ordination for risk inspection/ discounts / documentation related to insurance.

Worked as Executive Sales with “RELIANCE COMMUNICATION, VADODARA” – MARCH 2008 TO APRIL 2009

Scope of job:

- Ability to handle a team of developers and co-ordinate smooth delivery of the project.
- Training the new members in the team and getting them productive quickly.
- Strong client facing skills.
- Problem solving capability peered with strong communication skills.
- Preparing daily workloads for staff & coordinating the daily allocation of work.
- Motivating the team to achieve high standards and targets.
- Handling new client enquiries and acting as the face of the business.
- Dealing with and resolving problems and issues which arise.
- Working with the sales and marketing team to drive sales forward.

Worked as Territory In-charge with “AIRTEL Ltd, VADODARA” – FROM SEPTEMBER 2007 TO FEB 2008

Scope of job:

- Experience of territorial marketing, account management and distributor relations and retention
- Writing detailed sales forecast report for senior company managers.
- Gathering industry data and analyzing spend patterns to highlight the potential for future growth
- Communicating new products to potential distributor.

Worked as Sales Executive with “TATA VSNL BROADBAND, VADODARA” – DECEMBER 2006 TO AUGUST 2007

Scope of job:

- Identifying and making contact with new prospective clients.
- Arranging meetings with prospective clients.
- Promoting the image of the company as a leader in technology services.

- Meeting clients at their offices, identifying their requirements and then proposing solutions.
- Highlighting the benefits of the companies' software products and services.
- Answering any technical IT questions that clients may have.
- Developing sustainable relationships with decision makers.
- Coming up with new strategies to increase sales. Following the sales process from start through to close.
- Attending networking events.
- Raising brand awareness through client engagement.
- Planning, developing, and implementing field sales action plans.
- Gathering marketplace information on the pricing, new products, delivery schedules and merchandising techniques of competitors.
- Identifying problem areas to resolve.

Worked as Direct Sales Executive with "JENIL INCORPORATION, VADODARA" – JANUARY 2005 TO NOVEMBER 2006

Scope of Job:

- Create awareness and enlightenment about the products.
- Keep database of dealer outlets within my area of coverage / territory.
- Enforce Company's Price Compliance in dealer outlets to bring about price stability within the territory.
- Monitoring of competitor's activities. to bring about improvement in our services in other to beat completion Sim card Registration (New and existing Sims)
- Render exceptional customer care services.
- Enlightening customers on how to use the company's products and services
- Sales of Companies products and services.
- Resolution of IT related issues, blackberry issues and much more to bring about customers satisfaction.

JOB RESPONSIBILITY

- Preparation of weekly and monthly progress report
- Preparing and maintaining records and protocols for relative activities.
- Planning and monitoring of maintenance activities.

DECLARATION

I HERBY DECLARE THAT ALL THE ABOVE WRITTEN PARTICULARS ARE TRUE TO THE BEST OF MY BELIEF AND KNOWLEDGE

PLACE:

Yours sincerely

DATE:

Utkarsh Sikligar