

## SURESH SUTHAR

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### **PROFILE: ASSISTANT MANAGER - SALES COORDINATION – INTERNATIONAL MARKET.**

#### **CAREER OBJECTIVE**

To make optimum utilization of my skills and gain practical knowledge in the field of management, that I can apply in personal as well as professional life for self-growth and to achieve organization goals.

#### **PROFILE:**

- Dynamic & competent professional with **14+ years of experience**, currently serving at **BLUEZONE VITRIFIED PVT LTD. as Assistant Manager – Sales Coordination in International Market.** Handling High volume of Customers inquiries and Coordinating with International Customers.
- Effective coordinator having ability to strike perfect coordination with all interest group to **facilitate project Execution** within defined parameters.
- Acknowledged team leader, trainer & a motivator having ability to **generate maximum team productivity.** Fine-tuned analytical & problem-solving skills coupled with exceptional communication.

#### **Education and Qualification**

| Education | Year of Passing | School/ Institution              | Board/ University  | Class  |
|-----------|-----------------|----------------------------------|--------------------|--------|
| B.Ed      | 2008            | Vadu College, Gujarat            | HNGU University    | First  |
| B.A Final | 2005            | NavGujarat College, Ahmedabad    | Gujarat University | Second |
| H.S.C     | 2002            | Adarsh High school, Kadi,Gujarat | GSEB Board         | First  |
| S.S.C     | 2000            | Jasalpur school. Kadi,Gujarat    | GSEB Board         | Second |

#### **Personal Details**

**DATE OF BIRTH:** - 14<sup>th</sup> June, 1985

**NATIONALITY / SEX / MARITAL STATUS:** Indian / Male / Married

**PERMANENT ADDRESS:** - AT-ALDESAN, TA-KADI, DIST-MEHSANA, PIN-382715

#### **Core competencies**

- Team Management
- Data Analysis
- Relationship Management
- Advanced Technology Skills.
- Time Management
- Coordination and Assessing Customer Needs.

#### **Organizational Details**

- Good Communication skills, enthusiast, and motivator.
- Good command of advanced Excel, PowerPoint, and Basics in computer and in Digital Networks.
- **Working in SAP, ERP, and SWAN Software.**

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**Since Nov-23 to Current with BLUEZONE VITRIFIED PVT. LTD as Assistant Manager - Sales Coordination - International Market.**

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**Company Profile:** Bluezone is the manufacturers company of Tiles, which is established in Morbi-Gujarat-India.

**Contributions:**

- Handling a high volume of International customer inquiries.
- Negotiating with the customer for the quotation to materialize the order.
- Preparing quotations for product queries and ensuring timely submission and build the business relations with the customers
- Preparing Reports related to products and share with the Manger and management.
- Coordinating with the Plant team at Morbi, packing team, and Exim departments to provide timely goods to customers and with the account department to follow up the payments.
- Assist with the Logistics Dept. by providing necessary information for the shipment on time to make the workflow faster. Discussing the availability of the Vessel for on-time delivery of Goods, Inquiry for the Freight rates for AIR FREIGHTS and FCL/LCL SHIPMENTS.
- Also handling the customer base requires sample and dispatch on time.
- Making Price quotations, Pro forma Invoices, and Sales Order punching in system Invoice / E invoice.

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**Since Dec-20 to Oct-23 with UMBERTO CERAMICS INTERNATIONAL PVT. LTD (ARIANE FINE PORCELAIN) as Assistant Manager - Sales Coordination - International Market.**

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**Company Profile:** Umberto Ceramics is one of the largest manufacturers company in India of couple of items in Tableware fine Porcelain.

**Contributions:**

- Handling a high volume of customer's inquiries.
- Preparing quotations for the product queries and ensuring timely submission and build the business relations with customers.
- Negotiating with the agent/distributor/customer for the quotation to materialize the order.
- Preparing Sales Reports (Daily, Weekly and Monthly) and circulating with Management, Regional Sales Managers and Productions heads.
- Coordinating to PPC team, packing team and Exim departments to provide timely goods to customers and with account department to follow up the payments.
- To assist the Logistics Dept. by providing necessary information of the shipment on time to make the work flow faster. Discussing the availability of the Vessel for on time delivery of Goods, Inquiry for the Freight rates for AIR FREIGHTS and FCL/LCL SHIPMENTS.
- Coordinating with Sample department as requested by client and dispatch on timely with booking via various courier agency
- Making Price quotation, Generating Code according to Products, Pro forma Invoice Sales Order punching in system Invoice / E invoice.

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**Since March-20 to Dec-20 with UNIQUE TAGS PVT. LTD as Sales and Marketing Coordinator.**

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**Company Profile:** Unique Tags Pvt. Ltd is one of the largest Indian manufacturers of woven / printed fabric labels / Heat transfers and hand tags.

**Contributions:**

- Handling a high volume of customer inquiries and providing them a high quality of Woven and Printed labels service to each customer/caller
- Calculating figures and amounts such as discounts, interest, commissions, proportions and percentages. Involved in sales plans, maintain sales files and create sales reports using Excel and software and keeping the records of database and as filing also. Making Memo, Invoice, and coordinating with customer with supply details and receive goods.
- Generating Daily sales report, analysis report monthly and reporting to the management. Also generating Order execution memo, preparing quotations, Performa Invoice, etc in **ERP, SAP**, and Excel. Collection of payments and follow up.
- Solving the queries of customers regarding the outstanding, timely goods delivery.

- Communicating to build Business Relations with Domestic and International customers positively, friendly, in proper manners with good and effective communication by telephonic, emailing, face to face meeting and help by other social network, Update prospects database with call activities and generate alternate contacts. Generating qualified leads within target accounts determined by sales.
- Analyze market and find the sources of garments and apparels division and Emails to introduce products and email to build relationship for business providing best quality and reasonable prices.

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**Since Jan.'11 to March.'20 with PROFLEX SYSTEMS (A Div. of M & B Engineering LTD.) as a Senior Operation Coordinator.**

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**Company Profile:** PROFLEX SYSTEM has revolutionised in the roofing industry with its path-breaking Self Supported Steel Roofing solution.

**Contributions:**

- Preparing MIC Report and reporting to concern HOD and Management.
- Day to day Production reporting to Management & concern peoples.
- Preparing and analysis Materials reconciliation report in Excel and **ERP & SAP**.
- Liaising with internal/External departments to facilitate & expedite material re-conciliation & return of material.
- Co-ordination with site's teams for daily report and providing necessary documents & site support during execution of project.
- Preparation of documents of further projects for different roofing machines as per the planning.
- Checking & forwarding the project completion reports for further invoicing process.
- Keeping track of timely dispatch of the material at site as per the planning of roofing machines.
- Documentation work of all important documents for roofing machineries.
- Managing Admin Work.

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**Since May'2008 to March'2009 worked with 108 (EMRI) as a Dispatch Officer.**

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**Contributions:**

- Receiving call from Gujarat for emergency worked as Communication Officer
- Assign Ambulance as Dispatch Officer.
- Daily reporting of case close.

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**Since April'2009 to Dec'2010 with KHUSHI CHEMICAL LTD. as a team Leader**

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**Contributions:**

- Daily basis receive inquiry of product and generate P.O
- Responsibility to give reply timely
- Products: Ferric Chloride hex hydrate & Anhydrous, Copper Sulphate & Crystal etc.

**DECLARATION:**

I hereby declare that above mentioned provided details are true and factual up to my knowledge.

Thanks and Regards,  
Suresh Suthar