





JYOTI JATIN DHANAVADE

Sales and service Coordinator

 jyotijdhanavade@gmail.com

 Mob. No.:8734852967

 E-904,Nandanvan Heights,
Near,Aakruti Township,
Narol-Aslali
Highway,Narol,Ahmedabad-382405

TECHNICAL SKILLS

Relationship Building and Sales
Solutions,Staff development
training , Preparing contacts,Key
account Generation,Payment
collecting,Excellent negotiating
tactics,R revenue
retention,Account Management.

INTERESTS

Reading,Travelling ,Dancing



EDUCATION

Gujarat University

BCA

58%

2007

ICFAI UNIVERSITY

MCA

6.5

2012



EXPERIENCE

Vac U Max Asia Pvt Ltd(C/O Kevin group)

Sales and service Coordinator

01/2020 - Present

* Handling all the Presales and Post sales activities like

Inquiry,Quotation,

Order Processing in ERP .

*Coordination between Production,Design Team , Customers ,
Transporter etc.

*Payment follow ups.

*Handling customer service issues by calls,E-mails and also
arrange service engineer accordingly.

MIS Reports on Daily basis,Monthly,and Quarterly.

Sales reviews,,Sales Presentation with PowerPoint and Reports
with advance excels.

Ambica Pharma Machines Pvt Ltd

Sales Coordinator

11/2016 - 12/2019

* Grew customer base,acquiring new customers and identifying
needs to deliver Relevant services.

*Get inquiries from mails,calls , exhibition and generated by
KAMS,

*Handling Presales and Post sales activities like
Quotation,filling the URS and Post sales activities like
processing Orders,follow ups with production , design team

REFERENCE

Aarti Sharma - "Link digital India Pvt Ltd"

Executive assistant
9879400214

Vaishnavi Patel - "SBL GLOBAL PVT LTD"

Relationship manager
9909756399

PROFESSIONAL SUMMARY

Dedicated Sales professional offering extensive experience partnering with customers and ensuring expectations are exceeded. Highly skilled at identifying the needs of customers and offering products or services designed to meet those needs. *Focused Sales Coordinator with 6.5 years experience in Different areas and cultivating partnerships. Self-motivated and diligent in monitoring inventory control initiatives and projections. *Eager to leverage advanced knowledge of turnaround management and territory development to fulfill the Sales Coordination role with a progressive organization.

and customers also.

*Handling Servicing and installation with help of service team.

DHL LOGISTICS PVT LTD

Sr. executive

04/2014 - 10/2016

*Handling day to day Operations at warehouse.

*Handling Inventory, Cycle count, day to day stock reconciliations. Pod and tracking billing MIS reports, D daily KPI of customers reports as well as DHL reports handling in ERP.

*System Operations in Oracle based ERP system for different activities like inbound, outbound and inventory.

*Maintain good team and support them as per job and shift required. *Maintaining well coordination with customer, vendors and other suppliers.

*Prepare monthly reports.



PROJECTS

Projects based on VB ,VB.NET, JAVA SCRIPT,PHP

6 Months

I have done different projects like Stock Management, Online transportation Booking and also event management.



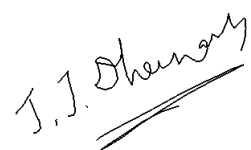
PERSONAL PROFILE

Date of Birth : 04/07/1985

Marital Status : Married

Nationality : Indian

Known Languages : English, Hindi, Gujarati, Marathi



JYOTI JATIN DHANAVADE

