

RESUME

CAREER OBJECTIVE

Obtain a position that will enable me to use my strong sales skills, marketing experience and abilities to work well with people.

WORK EXPERIENCE

1. SALES ENGINEER

OSWAL INDUSTRIES Ltd. - Present

- ✚ Dealing with tenders of government and private sector from submission of technical & commercial.
- ✚ Documents to price and hardcopy submission or uploading document on website.
- ✚ Dealing with export clients of Oman and Dubai.
- ✚ Also replying to the Customers for inquiries of inquiries, TQ reply and understanding the actual need of customer.
- ✚ Negotiating with client for delivery and prices and closing the inquiry.
- ✚ Going through customer complaint and solving them with help of relevant department.
- ✚ Converting the inquiry into quotation and quotation into sales order in ERP system.
- ✚ Communicating with client for delivery schedule and document approval.
- ✚ After receipt of P.O converting it in sales order for internal purpose.
- ✚ From Pre order to Post order to act as mediator for customer satisfaction and company management.

2. SALES ENGINEER

GARDNER DENVER ENGINEERED PRODUCTS INDIA Pvt. Ltd.

4th Feb 2019 – 1st November 2019

- ✚ From pre order to post order to act as mediator for Customer satisfaction and company management.
- ✚ Booking Orders in SAP, Sending PI, Getting Payment, Tagging material on store, coordinating with freight forwarder and dispatching the material.
- ✚ Demonstration and Installation of Product at client place. Going through Customer complaint and solving them with help of relevant department.
- ✚ Booking PO to intercompany for the material.

PRITI RAJPUT

MECHANICAL ENGINEER

(B.Tech-2016)

Address: 101, 1st floor, Sasvat Mahadev Apartment, Vastral Ahmadabad-

Email:

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Personal Information

- **Father:** Rajbuxsingh Rajput
- **DOB:** 25th June 1994
- **Nationality:** Indian
- **Religion:** Hindu
- **Marital status:** Single
- **Sex:** Female
- **Passport:** Yes

Skills & Strengths

- Good communication skill
- Tolerant & disciplined
- Fast learner & creative
- Core optimistic & dedicated
- Positive attitude
- Believe in team works
- Coordinator & Organizer
- Able to take a lead
- Self motivated

Languages known

- English
- Hindi
- Gujarati

- + Exporting the material from Germany, US, Arranging freight forwarder.
- + Dealing with tenders of government and private sector from submission of technical commercial.
- + Documents to price and hardcopy submission or uploading document on website.
- + Communicating with client for delivery schedule and document approval.
- + Testing the material and arrange test certificates.

3. SALES ENGINEER

STEELSTRONG VALVES (I) Pvt. Ltd.

22nd May 2017 – 31st January 2019

- + Dealing with tenders of government and private sector from submission of technical & commercial.
- + Documents to price and hardcopy submission or uploading document on website.
- + Dealing with export clients of Oman and Dubai.
- + Also replying to the Customers for inquiries of inquiries, TQ reply and understanding the actual need of customer.
- + Negotiating with client for delivery and prices and closing the inquiry.
- + Going through customer complaint and solving them with help of relevant department.
- + Converting the inquiry into quotation and quotation into sales order in ERP system.
- + Communicating with client for delivery schedule and document approval.
- + After receipt of P.O converting it in sales order for internal purpose.
- + From Pre order to Post order to act as mediator for customer satisfaction and company management.

EDUCATION	BOARD/UNIVERSITY	STATE/CITY	PERCENTAGE
B. Tech (Mechanical)	RTU (Chartered Institute of Technologies)	Kota	75.05%
Diploma (Mechanical)	Merchant Polytechnic College	Visnagar	86%
SSC (English)	Pragati English Medium School	Ahmedabad	60%

PROJECTS

- + Solar wind hybrid – Major project in B. Tech.
- + Printing less machine – Minor project in B. Tech.
- + Cost & power optimization of concrete bench mixing machine – Major project in Diploma.

INTERNSHIP

- + **Industry:** Steelstrong Valves (I) Pvt. Ltd.
- + **Duration:** 60 days
- + **Covered topics:**
 - Various design standards
 - Design in AutoCAD
 - Design in Solid works
 - Creation of handbook

INDUSTRIAL VISITS

- + Bhansali Engineering Polymers Limited, Abu Road (Raj.)
- + Karnataka Silk Industry Corporation Limited, Mysore
- + Government Sandalwood Oil Factory, Mysore
- + Tea Factory, Ooty, Tamilnadu
- + Nuclear power plant, Kakrapar
- + Hydro power plant , Sardar sarovar dam, Kevadiya colony
- + Hindustan Aeronautical Limited , Aerospace museum, Bangalore

TECHNICAL PROFICIENCY

- + Application softwares: Solid works, ANSYS, MS Office
- + Operating systems: Latest version of windows

PERSONAL ACHIEVEMENTS

- + **Head** of discipline committee in girl's hostel.
- + **Class representative** in college.
- + **Captain** in school.
- + **Vice president** in college.
- + **Project leader** in major project.
- + **Coordinator** of College Annual Function Team.

CERTIFICATIONS

- + Certified for being **Vice president** of student council in College.
- + Certified for being **Captain** in school.
- + Certified for participating in International Power point presentation in Diploma on cost and power optimization of concrete benching mixing machine.
- + Certified with **AutoCAD** Design software.

EXTRA CURRICULAR ACTIVITIES

- + Attended a **workshop** on “Solidwork”.5.
- + Attended a **Personality Development Program**.
- + Actively participated in various inter & intra college competitions.
- + Participated in various cultural activities during the cultural fest of C.I.T.

DECLARATION

I Priti Rajput do hereby declare that the above information is true to the best of my knowledge & belief.

Date:

Yours faithfully

Place:

PRITI RAJPUT