Ashwin Sonavane

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**Career Objectives**

# To achieve job satisfaction and Personal Development by working in an organization that encourages growth, provides opportunity for advancement and enriches my experience.

**Educational Qualification**

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| --- | --- | --- | --- | --- |
| **No.** | **Degree** | **Board/Uni.** | **Passing Year** | **Result** |
| 1 | Diploma In Journalism | RPICM | Aug,2011 | 61.60% |
| 2 | B.A. | GUJ.UNI. | Apr,2010 | 59.44% |
| 3 | H. S. C. | GHSEB | Mar,2007 | 60.86% |
| 4 | S. S. C. | GSEB | Mar,2005 | 48.57% |

**Computer Skills**

* OS: Windows XP & Windows 7 & 10
* MS Office 2003, 2007 & 2010: Word, Excel, Power point & Outlook
* Internet
* SAP HANA

**Overall Experience # 1**

* ORGANISATION : Troikaa Pharmaceuticals Ltd,
* DESIGNATION : Jr.Officer
* PERIOD : 13th September 2012 to 30th June’2020
* LOCATION : Troikaa House, Satya Marg, Bodakdev, Ahmedabad - 380054

**Role & Responsibilities**

I am Working in Sales & Administration Department

* I was work for receiving entry of **MSSR** (Monthly Secondary Stock Statements) from field staff and entered entry to our company software and generated different type of reports (Zone/ Region / Hq / Product Wise / Stockiest wise) secondary sales data / closing stock data and providing to our sales Head on monthly Basis.
* Creating **New Stockiest Appointment**, So they were send documents to me, as per company guidelines (SIF form, D.LCopy, Tin/Vat Copy, Pan Card Copy, Bank Statement, NOC of Association) after verify the documents at my level and Approval of Finance Dept, Sales head then I prepared the Agreement copy and send to the field staff, after receiving the acknowledge copy, then I opened the new stockiest code.
* I was work for **Incentives** on Monthly basis / Cyclic / Product wise / Yearly / Special incentive , as per company incentive circular, and final amount forwarding to our salary dept and send email incentive calculation sheet to our all field staff and Sales head.
* I was work for confirmation (Six month) and Increment (Yearly) of the field staff from his joining. Before confirmation & Increment, sales and field activity is being discussed with the respective field staff. After 6 month, I will start proceedings for preparing confirmation letter through HR Department on the basis of comments given by respective Sales Heads.
* I was work receiving and checked **Monthly expenses** of all India field staff as per company guidelines (check D.A, Fare, Bills (mobile, Internet, Xerox, company activity) and after verify the expenses I prepared the excel sheet of final amount and provide the same to our salary department.
* To check the incoming mail and respond to the same.
* Processing **CRM** request of Medical advisory and dispatching Cheque to field staff on daily basis.
* Coordinate with Field staff and solve each and every query.
* Providing **MIS report** to our HOD for Sales data vs CRM expenses for Zone/Region/Hq wise on weekly & Monthly basis
* Providing CRM report to division person as per requirement.
* I was work for management also for their festivals doctors events like Uttrayan , Navratri , Diwali Dinner and Personal Occasion.
* Handling Doctor /chemist / hospital master list for all divisions including international.
* Processing entries of master list in company software (**DFAR**).
* Follow up with managers for updating DML/CML for their BE/BM's as per SOP count and ensure completion.
* Submit regular update to all division Head and HOD S&A on above.
* CPAG Cycle printout every quarter for field staff for fill up visit details.
* New Joining Memo (CPAG , DML & CML Printout) for newly joined BE/BM’s at training.
* DML Updation - Special Task – In that we have edit all details in DFAR Portal like doctor name , address , speciality , degree , mob no , mail id etc.
* I was work for doctors visiting scanning and uploading in front of doctor name for visible to field staff and our record for all doctors details.
* HO Executive’s Star & QPS Doctors Updation in DFAR Portal and giving sticker sheet to PMS Dept for dispatch doctor’s sweet on every festivals.
* Using strong attention to detail to enter customer data with perfect accuracy.
* Team Management.

**Overall Experience # 2**

* ORGANISATION : Zydus Wellness Products Limited
* DESIGNATION : Executive
* PERIOD : 1st July’2020 to till date
* LOCATION : Zydus Corporate Park, Plot # 103, Nr. Nirma University, Mouje -Khoraj, Sarkhej Gandhinagar Highway, Ahmedabad – 382481
* Current CTC - : 06.28 per annum
* Expected CTC - : 08:50 per annum

**Role & Responsibilities**

I am Working in Sales Operations Department

* **Field Employee Expense checking and Audit**
* Co-ordination with Matrix team, field team, admins and HO for resolution of expense related issues within 7 days.
* Tracking dispatch/receipt of on roll and off roll expense at various levels i.e. Branch, Matrix and HO for checking, payout and Audit.
* Raising audit issues with Matrix within 35 days of receipt of expenses from Matrix, ensuring 100% adherence to the policies and processes. To ensure closure of queries in 60 days including raising of Debit note to Matrix.
* **Branch Office Support**
* Ensuring proper communication channels at all levels i.e. Field, Branch, Matrix and HO. Any communication to close within 7 days of initiation.
* Ensuring timely clearance of branch office rent and final payout by 10th of each month.
* Communication and resolution on any issues mails (except expense mails) reply to Admin within 3 working days of receipt of mail.
* Branch office expense to be submitted to finance within 7 days of receipt. Payment to be ensured within 12 days of receipt.
* Co-ordination with legal and Track renewal, registration of agreements and maintain copies for records
* Co-ordinate with Vendors for AMC's and ensure timely payments
* Housekeeping services
* **Customer marketing support**
* PR - PO process at HO ( from receipt of invoice till payout) within 10 days
* Communication and co-ordination with customer marketing team, for receiving invoices timely, accurately as per finance specifications, vendor co-ordination, field co-ordination and HO co-ordination.
* To clear and submit Tax Invoices including Airtel, Courier, Electricity & other vendor bills in Finance Dept. and payment credited within 3 working days’ time.
* **Others**
* Doing Market work with different channels every month to gain strong understanding of business dynamics and completed the focus on sales target closing.
* **Team & Collaboration Award** – The team ensured smooth handling of POS/trade gift procurement for the entire H1, reduced timeline on procurement and saved costs.r the entire H1, reduced timeline on procurement and saved costs

**Personal Vitae**

* + - **Name** : Ashwin Gokul Sonavane
    - **Date of Birth** : 01/06/1989
    - **Address** : A-11 , Sahajanand Apartment , Nr. Nav nirman School , Ranip, Ah’bad.
    - **Marital Status** : Married
    - **Child** : 2 (Daughter & Son)
    - **Gender** : Male
    - **Nationality** : Indian
    - **Languages Known** : Gujarati, Hindi, Marathi and English
    - **Hobbies :** Watching Movies & listing Music, Travelling, Field Work

**Key Work Attitudes**

# Will to Learn–Learning from every situation around has been the daily routine

* Respect the lines of communication and authority.
* Result oriented Person.
* Self-motivated.
* Accept every challenge just because of confidence not over confidence.

# Date :

Location:

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Ashwin Sonavane