



Hemant Shivali

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About Me

Senior sales coordinator

Results-focused Logistics Co-ordinator with 4 years of experience in managing dispatches and tracking of orders.

Education

- **HSC 12th, Commerce**

R.D Vidhyavihar
GSEB
Ahmedabad, Gujarat

Completed, March 2015
Division I

- **BACHELOR OF COMMERCE (Accountancy & Finance), Accountancy & Statistics**

New L.J Commerce collage
Gujarat University
Ahmedabad, Gujarat

Graduated, March 2018
Division I

Work Experience

July 2018 - April 2021

Sales Coordinator

Starbigbloc Building Material Pvt.Ltd.
Ahmedabad, Gujarat

- Managing Accounting and Recovery / Incoming payments / Deposits.
- Punching the order in ERP.
- Managing client database with order execution and recovery Coordinating the sales team by managing schedules, filing important documents, and communicating relevant information.
- Making of dispatch schedule to dispatch all the orders with accuracy and timeliness.
- Passing of credit note, debit note, or any entry in ERP system.
- Analyzing and managing MIS Reports.

April 2021 - November 2021

Sales Coordinator

Aludecor Lamination Pvt.Ltd.
Ahmedabad, Gujarat

- Order Processing in SAP.
- STO Placement in the plant for the production of project orders.
- Weekly MSL STO Placement at Plant.
- Stock confirmation to the sales team and ensure that not lose any single order of the company.
- Maintaining the Price approval and discount related etc.
- Arranging to issue warranty and MTC certificate to project.
- Sample and Mock up approval maintenance and follow-up for order placement.
- Making of MIS like Daily, Weekly & Monthly targets vs sales and collections.

December 2021 - Current

Senior Sales Coordinator

Asian Granito India Ltd.

Ahmedabad, Gujarat

- Making of Vertical and plant-wise loading slip for against truck placed.
- Tracking of Vertical wise orders and production and getting material ready in a timely.
- Maximized product availability with regular reviews of minimum order quantity.
- Followup of new orders with the sales team and support them to achieve 100% target.
- Maintaining the CK customer and of their orders and smooth delivery.
- Ensure smooth and timely delivery to the customer and ensure that there should be no pending orders in the system.
- Material management and ensuring to dispatch all material against production done for the customer and no pending material should be in the plant.
- Dispatch the material as instructed by the client and with good packing and ensure to 0 breakages in transit.
- Review of breakages and issue the credit note to the customer ensuring to it wil not happen in future.

Skills

- Time management Meeting daily dispatch deadlines.
- Problem solving: Finding quicker/more cost effective solution.
- Excellent customer service & telephone manner b2b & b2c
- Tracking of orders and getting the material ready to dispatch material on timely.
- In-depth knowledge of multiple shipping programs.(Livewire ERP, SAP & Navizon)

Computer Proficiency

Operating Systems

- MS Word & Excel

Software

- Livewise ERP
- SAP
- Navision ERP

Languages

- Gujarati
- ENGLISH
- Hindi

Personal Details

Father's Name: Mr. Ramchandra G. Shivali
Birthday: July 25, 1998
Gender: Male

- Marital Status: Married
- Nationality: Indian

Declaration Statement

I, Hemant Shivali, hereby declare that the information contained herein is true and correct to the best of my knowledge and belief.

Hemant Shivali

Ahmedabad , Gujarat