

VIBHUTI SAHI

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Present Address:
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Career Objectives:

My motivation is seeking a new job is to explore a position of broader responsibilities associated with a reputed company, which offers greater challenges and provides ample opportunities to my abilities. My experience has enabled me to develop a considerable insight in dealing with the efficient and smooth running of its entire operations and has ensured that I am adaptable and quick to adjust to new and changing environments.

Personal Detail:

Name	Vibhuti Sahi
D.O.B.	11 th December, 1987
Gender	Female
Marital Status	Married
Languages Known	English, Hindi and Punjabi, Gujarati
Hobbies	Music, Learning new things and Travelling

Educational Qualification:

- S.S.C. : U.P. Board - 2002
- H.S.C. : U.P. Board – 2004
- B.A. : CCS University

Computer Proficiency:

- Operating System : Windows 98, 2000, & Windows XP
- Software Packages : MS-Office 98, 2000 & Office XP
- Tally : 9 version – Basic knowledge

Work Experience:

Working with ITALIA Group (Piccolo Mosaics Limited)

Designation: Sr. Executive – Marketing Coordination

Duration : From 02nd September 2022 to Till date

Job Responsibilities:

- Handling entire South & East Zone of India
- Regular coordination with Marketing Team / Sales Team / Design Team / Factory Team
- Processing Performa invoices & Orders in system and also coordination for dispatch of that material.
- Processing of sample & promotional material orders and taking care of their dispatch according to weight and freight charges by coordination with transporters.
- Maintaining payment collection report on daily basis
- Providing presentations to the client as per their requirements.
- ERP work like Customer Creation, Client Entry, Item Creation etc.
- Coordination with the coordinators at regional offices in south zone.

Working with ITALIA Group (Italia Ceramics Limited)

Designation: Sr. Executive – International Marketing Coordination

Duration : From 02nd March 2022 to August 2023

Job Responsibilities:

- Handling entire International operations activities.
- Regular coordination with Marketing Team / Sales Team / Factory Team & Clients.
- Processing orders, sample & promotional material in system according to clients requirement.
- Coordination with Forwarders for their quotes to plan for dispatch containers.
- Handling Pre & Post export documentations.
- Coordination with CHA for further dispatch process.
- Coordination with transporters for container arrangements.
- ERP work like Customer Creation, Client Entry, Item Creation etc.
- Taking care of complete Pre & Post export documentation as well as dispatch process.
- Managing client's portal for their orders & dispatch updates.

Working with ITALIA Group (Piccolo Mosaics Limited)

Designation: Sr. Executive – Marketing Coordination

Duration : From 02nd January 2018 to March 2022

Job Responsibilities:

- Handling entire South & East Zone of India
- Regular coordination with Marketing Team / Sales Team / Design Team / Factory Team
- Processing Performa invoices & Orders in system and also coordination for dispatch of that material.
- Processing of sample & promotional material orders and taking care of their dispatch according to weight and freight charges by coordination with transporters.
- Maintaining payment collection report on daily basis
- Providing presentations to the client as per their requirements.
- ERP work like Customer Creation, Client Entry, Item Creation etc.
- Coordination with the coordinators at regional offices in south zone.

Larsen & Toubro Limited

(On Payroll of Lobo Staffing)

Designation: Sales Support Executive

Duration : From 11th February-2015 to 01st January 2018

Job Responsibilities:

- Support to all Sales Team as they required in any vertical.
- Handling three departments as LV, Agriculture & Automation.
- Making Quotations.
- Sales Orders processing, Releasing follow up & Invoicing.

- Daily report for plan of order booking of all sales Team to Branch Head (LV) & Zonal Head (IA).
- Daily report to Zonal Manager for LV & IA for Booking & Invoicing figures.
- Collection of Road Permit on daily basis.
- Dispatch Confirmation by tracking LR details.
- Payment Collection on daily basis.
- C- Form Collection, follow-up.
- Presentation on Branch Report and C-Form on Monthly basis.
- Attending Conference calls for C-Form updates with all the vertical heads.
- Visits to stockiest for outstanding C-Forms and.
- Monthly Reports to Branch Head as well as Zonal head.
- Checking stockiest payment with their outstanding status on daily basis.
- Giving Account Statements & Credit note details to the Stockist on monthly basis.
- Handling of Business Partner (BP) creation as well as consignee creation too.
- Resolve Queries of Sales team & Stockist regarding material, acct. ledger.
- Co-ordination between Demand planers, Stores & Transporters.
- Maintaining data of Dealer Agreements, Addendums, Code of Conduct, Pan Cards, C-Forms (LV, Automation & Agriculture).
- Provide Budget, Order booking, Invoicing data to acct. department on monthly basis.
- Materials follow up.
- Making report of outstanding payment of Gujarat to Zone Manager.
- Registration of Customers in Docwhiz system.
- Taking care of Store of Ahmedabad Branch by maintaining register and excel for Demo material, Sales promotion Material and Catalogues.
- Invitation activity at the time of any product launch function, Seminars and Conference meetings.

Achievement:

- Presented good practice on c-forms in CPM (Channel Partner Meet) -2016 held on 2nd May in presence of Mr. P.K Bajaj (Head – Product) and Mr. Naresh kumar (Gen. manager sales & Service) Sir as recommended by Mr. GRT sir (Wise President E&A). Presentation admired by Mr. P.K. Bajaj, Naresh Kumar and GRT Sir. The same presentation got applicable to all over India L&T.

Fivebro International

Designation : Ahmedabad Sales Coordinator

(In month of November'14 Promoted as National Sales Coordinator)

Duration : From 12th April-2014 to 6th February-2015

Job Responsibilities:

- Maintain all type of enquires from customers. Collecting all the information of new customers and enter in ERP.
- Making quotations & POC for all products and its approval from management and amendment as & when required.
- Daily follow up for pending POCs and its process.
- Coordination on daily basis with logistic department for dispatch instruction / delivery confirmation and the same details update to customer also.
- Taking care to dispatch at right time according to order.

- Responsible for collection of customer cheque and its timely deposition in bank and prepare the MIS for the same also update to account department on daily basis.
- Coordination with customers for payment collection and outstanding and its adjustment with account department also.
- Coordination with branches at India level and in absence of Back office person in any branch, handling all the activities of that branch coordinator.
- On need basis having the coordination with International customers also.
- Coordination with weekly / fortnightly and monthly sales meeting.
- Prepare sales MIS for the meetings and present the data of Target VS actual.
- Presentation of sales executive wise figures and branch activities in the meeting.
- Handling the customer meeting in office premises independently as well as with team.
- Coordination & responsible for sales & technical team for catalogue prices/discount structure/special approval in written etc.

Achievement:

- Got promoted as National Coordinator within 7 months.

Pima Controls Pvt Limited

Designation: HR trainee cum assistant

Duration : From August-2013 to 10th April 2014

Job Responsibilities:

- Making all kind of booking like train, flight, bus, hotel, car etc.
- Taking care of in-house activities like house-keeping etc.
- Making arrangement for meeting and other activities.
- Taking care for dispatch and reception desk.
- Maintenance of stationery.
- Extending help to sales and accounts dept. on need bases.
- Making engineering service invoices.
- Making funnel & visiting report of all sales department.
- Taking care for dispatch and reception desk.
- Correspondence with bank for day to day transaction like cheque/cash deposition & withdrawal.
- Correspondence with vendors for collection of Documents and payment etc.
- Maintenance of petty cash.

MARF CARGO

Designation: Office Assistant

Duration : From February-2007 to August-2008

Job Responsibilities:

- Making all kind of booking like train, flight, bus, hotel, car etc.
- Taking care of in-house activities like house-keeping etc.
- Making arrangement for meeting and other activities.
- Contract renewal on yearly basis with vendors.
- Taking care for dispatch and reception desk.
- Working in Tally 9 version for ledger of vendor.
- Correspondence with bank for day to day transaction like cheque/cash deposition & withdrawal.
- Corresponding with vendors for collection of documents, payments etc.
- Maintenance of petty Cash