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| |  |  |  | | --- | --- | --- | | **Nandan M Solanki**  **52,Laxmi Krupa Soc Nr Vastrapur Rly Stn Vejalpur**  **Ahmedabad-380015** |  | **Mobile: +91 9825 771200, +91-8668 11200**  **E-mail :nandan.solanki@gmail.com : john\_1200@rediffmail.com,** | |

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**OBJECTIVE**:

**Seeking senior level assignments in Sales & Marketing, Business Development, Relationship Management and Credit Administration with an organization of high repute.**

**Current Organization:**

**Organization : Mission Pharma Logistic Pvt India Ltd Mifamed Medical Pvt. Ltd)**

**Tenure : 19 Months**

**Designation : Internal Key Account Administrator Sales & Marketing (Tender Division)**

* **Job Profile :**

**To take an active role in completing quotations and orders to the satisfaction of the client. Including the co-ordination, communication with the client, agent, procurement, logistics, quality, registration, warehouse and other in house departments with Back office Manager or together with several Country Manager depending on the need.**

* **Prepare Quotations:**
* Read tenders, create front page and fill out tender documents, Typing of product lines and cost prices, freight requests, check of registration status and samples in stock,
* Write and update MoM, actively participate and be note taker on the video conference execution meetings together with the CM or alone when the CM is out of office.
* To be the focal point between the BO and the DOC in the process of collecting documents and samples
* Prepare Order confirmations, Confirm orders, split of lines, check of stock, create IC orders, make reservations and markings of products, send order confirmation to the client and inform the agent.
* Supporting the CM in everything from checking and follow up on payment status on clients and agents, follow up on previous quotes and keeping track on pending orders, sending shipment overviews to the client etc.
* Prepare monthly stock report.
* Prepare weekly customer reporting.
* Typing of competitor prices.
* To take an active part in updating SOPs in order for us to constantly improve our efficiency.
* Participate in the weekly status meetings with the Back Office Manager.
* Live out the MP corporate values.

**Job Profile :**

**Previous Organization:**

**Organization : M/s. Electrotherm India Ltd**

**Tenure :** **26 Months**

**Designation :** **Senior. Executive Commercial (Back Office MIS)**

**Company Profile :**

Electrotherm India Ltd is an Engineering metal melting Company since 1983 having various products i.e. Capital Equipment Division ,Engineering & Project Division, Steel & Pipes Division, Electric Vehicle Division, Power Division,Transformer Division, Electrotherm Renewables.

**Job Profile :**

* **Preparing Order Acceptance:**
* Cross checking the purchase Order Checklist and Contact Review as per the purchase order.
* Need to check Realization sheet approved by Tender Cell /SVP/D (M)
* Issuance of Order Acceptance (Checking Proper Doc & Details)
* Distribution of OA & P O to ,QC Excise and Commercial at plant
* **Dispatch Clearance Advice (DCA) :**
* Confirming 3 criteria of MLPP before issuing DCA
* No DCA to Send without approval from Finance Dept
* Original PAC and Road permit to be organized in co-ordination with Regional Officer for further distribution to the concern.
* PVC & Statutory variation to be considered before issuing DCA.
* Co-ordinating with logistic for loading & unloading if problem arise.
* Closing complains of customer after co-ordinating with business support.
* **EMD/SD,BG & ILC :**
* Draft approval of BG ,ILC as well as verification & acceptance of original documents.
* Register of EMD, SD,BG and ILC was mentioned by me.
* Tracking of EMD & SD in cases of Govt. Tenders.
* Expiry date of BG & ILC minimum 10 days in advance will be monitored.
* **CCI**
* Issuance of CCI for Govt. Order with necessary documents to regional heads for collection of outstanding payments.
* Issuance of CCI along ILC Documents as terms & conditions mention in LC clause–
* Distribution of CCI to Regional Heads.

* **Invoice – Pvt. Orders**
* Distribution of Excise challan cum gate passes against Pvt.Orders to Regions received from Plant Excise department.
* **Collection:**
* Projection of Cash Inflow.
* Projection Vs Achievement of cash Inflow at end of the month.
* Reconciliation of Customer Accounts in consultation ,
* Raising recommendation of Credit or Debit Note which will be
* Authorized by SVP and Director Marketing
* Others & submit to Accounts – HO,
* Maintaining Debit Balance /Ageing Report & Exceptional report to
* SVP & Director Marketing for outstanding above 90 days.
* **C Form**
* Collection of “C” forms on Monthly, Quarterly & Half Yearly basis I co-ordination with Regions.
* Original “C” Form to be maintained for onward submission under receipt from Accounts - HO
* After keeping photocopy.
* **MIS Reports:**
* Total Supply Details Customer-wise, Size-wise Regions-wise Meters-wise, Tones
* Total Order On hand Pending Order with values in meter & tones
* MIS on daily basis & monthly basis on cash Inflow, DCA ,Order Received & Realization.
* **Production Monitoring :**
* Cast Plan V/s MLPP deviation copy to SVP & Director Marketing
* DCA V/s Dispatch Details
* Stock Statement
* MLPP Priority to LD Cases

**Previous Organization:**

**Organization : Aegis Ltd (Essar Enterprise)**

**Tenure :** **3.5 years**

**Designation :** **Specialist MIS**

**Company Profile :**

Aegis Ltd is the Ahmedabad leading customer service provider, Being Ahmedabad Most successful customer service provider, Aegis believe that they have the infrastructure and resources to supply a quality solutions to support the clients with the customers.

**Job Profile :**

* Receive data from corporate office Mumbai & Allocation to All Agents on daily basis.
* To provide collection reports bill cycle wise, Tenure wise, call counts on daily weekly & monthly basic, login hours, agents performance, and all outbound processes reports to managements & clients.
* Providing Targets on daily basic to Agents to get good performance & to improve standard of agents.
* Ensure safe handling of Systems and equipment provided.
* Respond accurately, promptly and effectively to Clients & Managements.
* Ensure building up of a good image for the Company by responding positively to clients.
* Service Level, Average handling talk time, for Entire center & Revenue for Entire center.
* Helping H R D for Attendance on monthly basis helping man power planning analysis of recruiting data and preparing attrition tracker.

**Key Responsibilities**

* Team Handling Skills.
* Training Skills.
* Communication Skills.
* Customer Handling.
* Tactful convincing of the customers.
* Professionally handling situations.

**PROFESSIONAL EXPERIENCE:**

**Organization : Jir Air technology (International call center)**

**Tenure :** **06 Months**

**Designation :** **CSR**

**Company Profile :** Jir Air technology is privately owned outsource firm providing Services to overseas clients

**Job Profile : MIS Reporting**

**PROFESSIONAL EXPERIENCE:**

**Company Profile : Domino’s Pizza ltd**

**Tenure : 18 Months**

**Designation : CSR**

**Company Profile** : A Company is serving tasty, delicious pizza moreover it is fastest delivery expert.

**Educational Qualification:**

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| **Degree** | **Year** | **University (Board)** | **Grade** |
| S.S.C | 2000-2001 | GSEB | First |
| H.S.C | 2002-2003 | GHSEB | Second |
| T.Y.B.Com | 2011-2012 | Gujarat University | Second |
| M.Com Part – 2 (Sem-4) | 2011-2013 | Gujarat University | Awaiting for result |
| Perusing MBA (Marketing) | 2011-2013 | Symbiosis - Pune | Perusing |

**Date of Birth :** 09th Oct 1985.

**Known Languages :** Gujarati, Hindi, English.

**Date :**  02-01-2014

**Signature:**

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