

P SWATHI

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Career Objective:

To work in a professional environment where my skills & Education will be applied to improve myself and contribute my share to the organization for its growth and development.

Academics:

Degree	Institute	Board / University	Year	Percentage (%)
B.Tech (ECE)	Megha Institute of Engineering College, Ghatkesar	JNTU	2012-16	70%
INTERMEDIATE	Keshava Memorial Junior, Habsiguda	BIE	2010-12	67%
10 th	Kamala Memorial High School, Nacharam	SSC	2009-10	71.3%

Work Experience:

Sales Coordinator, Blue Fence systems Pvt Ltd, Hyderabad

(Sep 2016' - Till Date)

Achievements:

- Successfully closed orders of Raj Pushpa (3 L Matting), Arene Life Science (2L Safety Shoes & Masks) & Zenara Pharma (2 L Safety Shoes) in last 3 months
 - Received recognition from Sales team for supporting in developing Medha Servo as key account for Abrasives by providing quick & on time sales support
 - Entrusted with additional responsibilities of handling online portals and its sales with in 12 months
 - Received cash rewards of 20K from MD for successful completion of product knowledge evaluation of 3M

Roles & Responsibilities:

- To attend all customer walk-in's and qualify the leads.
 - To generate leads through online portals such as India-mart, Amazon, Evergro & government portals and assign to respective Jr. Sales coordinators and sales executives.
 - To provide sales support in terms of quotation, Product data, Price, PO follow-up, Order closers and payments.

- To generate & submit monthly sales tracker reports to principle companies using **Tally**.
- To update enquiry tracker based on the feedback of sales team on daily basis.
- To track sales from retailers for fast moving SKUs and alert sales team.
- To generate monthly Key accounts report for establishing 100% customer fulfillment
- To prepare and renew all rate contracts (RC's) with key accounts
- To send mailers to all major customers requesting for product presentation/Exhibition at their facility
- To organizes display material for safety exhibition and follow-up all prerequisite for exhibition.
- To coordinate for new vendor code creation for all new prospective new customers
- To register company with all online portals for new leads generations
- To Identifying all tender enquiries in government firms and share with the team.
- To follow-up and close all small enquiries over phone for a value of 50K

Extra-Curricular Activities

- One-time Winner & two times Runner in throw ball annual sports event at Megha engineering college
- Winner of Telugu essay writing competition & Track events at high school level events
- Elected as Captain of Red Rose for Annual sports meet
- Active member of NCC during School days

Personal Profile:

Name : P. Swathi
 Father's Name : Venkat Reddy
 Date of Birth : 16-01-1995
 Nationality : Indian
 Languages Known : Telugu, Hindi & English
 Address : H No: 4-42/2, Nacharam, Hyderabad – 500076.

Declaration:

I consider myself familiar with Aspects. I am also confident of my ability to work in a team. Hereby declare that the information furnished above is true to the best of my knowledge.

Date :

Place :

(P.Swathi)