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| JITENDER SINGH TOMAR  8B/10A, MOLARBAND EXTENSION, BADARPUR, NEW DELHI-110044, INDIA  PHONE EMAIL LinkedIn  +91-7701843571 [erjtr1788@gmail.com](mailto:erjtr1788@gmail.com) linkedin.com/in/jitender-singh-52ba91160 |  |

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| EXPERIENCE SUMMARY | * A competent professional with more than Seven Years of accomplished career track of delivering sustaining revenues. Experience of handling Dealer Scouting & Development, Institutional Sales, Corporate Sales and Govt. E-Tendering. * Good knowledge of operations functions polices and procedure for assigned areas in Dealer Scouting, Dealer Development, Corporate Sales & Marketing, Tendering, Project Execution, Vendor Development, Contract Management and Customer relationship. Handling multiple roles efficiently and effectively. * Roles: Corporate Sales Executive, Corporate Marketing Executive, Tender Executive, Project Engineer. | |
| EXPERIENCE | **Indo Farm Equipment Limited** | 05/2019 – Present |
|  | Baddi, Himachal Pradesh, India // Sr. Sales Executive  (Allocated District/State: Rewari, Krukshetra, Karnal, Gurgaon, Sonipat, Palwal & Faridabad/Haryana) |  |
|  | Job Responsibilities | |
|  | * Scouting Planning of scouting locations as per business plan & actual execution, appointing dealers Close coordination with Sales Executive to ensure adequate hot prospects in pipeline for Dealerships Ensuring all the necessities for issuance of LOI on a timely basis * Ensuring all the necessities for LOI to LOA conversion within the set timelines * Coordination with Business Manager / Area Manager for proper installation & hand holding of newly appointed Dealerships to ensure smooth start-up & further result oriented operations * Ensuring training & skill enhancement of sales manpower at new Dealerships Effective budget utilization of new inaugural advertisements & claim settlement * Ensure proper analysis & communication with field sales & HO DD person for replacement cases (as per process) Timely reporting to SH on location-wise status of plan v/s actual on scouting efforts, LOIs & LOAs * Generate leads through local marketing activities. Build brand visibility through local sales promotional activities. Develop and nurture good relationship with dealers in the assigned territory * Ensure dealer success through recruitment, training & motivation of DSPs assigning targets, and reviewing daily performance of DSPs * Ensure target achievement for the assigned territory * Plan, forecast & report sales performance in assigned territory * Monitor & report activity of competition to concerned Area Manager * Manage Market Study analysis to determine optimum dealer count and preferred locations. Review and recommend markets, prospect and site selection for expanding dealer operations. * Manage dealer on-boarding activities including the development of Dealer Proposal Packages for Letter of Understanding, Letter of Intent, Dealer Agreement packages & Dealer on-Boarding Binder for new dealers, renewals and buy/sells. * Manages process and prepare documents for dealer termination. * Manage dealer performance oversight & reports necessary for dealer performance tracking in conjunction with Sales Field Operations * Coordinate with Sales Field Operations the activities related to dealer improvement and/or replacement of poor performing dealers for executive oversight * Coordinate a weekly meeting to review department activities, provide Thursday reports and other reports as required by management. * Other duties as assigned or required. | |

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|  | **Sudhir Power Limited** | 04/2018 – 05/2019 |
|  | Gurgaon, Haryana, India//*Engineer-Corporate Sales & Marketing and Tender*  (Allocated District/State: PAN India) |  |
|  | Job Responsibilities | |
|  | * Arrange/ Schedule meeting with new corporate customer & existing corporate customer for Rate Contract & Renewal. * Coordinate with existing corporate customer for their upcoming requirement. * Corporate and Key account handling with timely supply and coordination for their requirements of DG sets and installation. * Vendor Development, Site Visits, Negotiations, Generating PO to vendors and taking approval from the concerned Authorities. * Search and Coordinate for new corporate accounts to close the deals. * Regular update of Annual, Monthly and Weekly Billing and booking reports and Tentative upcoming business Pre-sales and post-sales support. * Preparing offer, order lost reports. Liaising in Public and Private Sector, B2B & B2C Marketing and sales. * Preparation of Estimation, Technical Valuation and Analysis report, Private Tender, RFQ & RFP. * Market research and Monitor tender activities to ensure acquisition of bid opportunities from different government portals and mapping out with company capabilities. * Reading of tender document. * Initiate/follow ups “bid - no bid” strategic respond accordingly with concerned official. * Follow up with BD/Purchase for tender having no existing OEM’s/Vendors. * Keep a check on Tender Purchase, Pre-Bid Meetings and Clarifications End Dates. * Preparation & Attending Pre-Bid Meetings, Preparation of List of Queries & Uploading List of Queries. * To check eligibility requirements with respect to Pre-Qualification/ Technical Tender Requirement & organizing documents from OEM’s/Vendors. * Follow-ups for costing, Arrangement of Product Prices from OEM, Arrangement of Overseas & Inland F&I. * Cost of Local Items, Tools, Spares – Purchase department. * Manpower, ESIC, PF – HR Department, Services (ITC, CMC etc.)- Concerned Officer. * Calculation of Taxes and Duties, Costing Preparation with concerned HOD’s * Preparation/Compilation of complete Bid (Pre-Qualification, Technical & Commercial) * Freezing work share with OEM’s for supply work. * Preparation of Technical Compliances Matrix. * Winning Price Analysis from the Old Tender. * Cross Verification Pre-Qualification & Technical Bid. * Prepare Data-Base for OEM’s, Prices, Standards and Other Details. * Preparation and submission of budgetary Quotations (BQ’s) * BID/ Tender document library Management. * Track and manage submitted tender opportunities and initiate follow-up process for with sales & Customer. * Submission of clarification in case of any query from customer. * Order Acknowledgement and hand over it to project team. Preparation of PBG, EMD, Tender Processing Fee and other Post-bid related documents. * Develop new corporate customers for ARC purpose. Coordinate with new corporate customer for their upcoming requirement. * Tender Documents preparation i.e. Datasheet as per NIT, Technical Approvals, OEM Certificates, EMD, Security & BG preparation as per customer format, Tender Date Extension & Approval for Tender participation from management. * Searching of New Tender's & Preparing Summary of Tender's to evaluate the potential of project. * Preparing MIS of Gem Portal, Tender Tiger & Other Govt. tender Sites. * Payments follow up with Govt. Departments and Corporate Customers by fulfilling the required document details if needed. * Billing against Supply, Installation and SITC Work for Government Sector, Public Sector and Private Sector. * Search and Coordinate for new retail order. * Preparing tenders participated, tender won, offer sent, tender lost & order lost reports. Liaising in govt. sector, Public and Private Sector, B2B & B2C Marketing and sales. | |

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|  | **PREET TRACTORS PRIV LIMITED** | 05/2016 – 04/2018 |
|  | Karnal, Haryana, India //Field Officer-Sales |  |
|  | Job Responsibilities | |
|  | * Ensure proper analysis & communication with field sales & HO DD person for replacement cases (as per process) Timely reporting to Company Executive on location-wise status of plan v/s actual on scouting efforts. * Generate leads through local marketing activities. Build brand visibility through local sales promotional activities. Develop and nurture good relationship with customers in the assigned territory. * Ensure dealer success through recruitment, training & motivation of DSPs assigning targets. * Ensure target achievement for the assigned territory * Plan, forecast & report sales performance in assigned territory * Monitor & report activity of competition to concerned Area Manager * Manage Market Study analysis to determine optimum dealer count and preferred locations. Review and recommend markets, prospect and site selection for expanding dealer operations. * Manage dealer performance oversight & reports necessary for dealer performance tracking in   conjunction with Sales Field Operations   * Coordinate with Sales Field Operations the activities related to dealer improvement and/or replacement of poor performing dealers for executive oversight | |

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|  | **Captain Tractors Pvt. Ltd.** | 05/2013 – 05/2016 |
|  | Kalol, Gujrat, India //Dealer Sales Executive |  |
|  | Job Responsibilities | |
|  | * Ensure proper analysis & communication with field sales & HO DD person for replacement cases (as per process) Timely reporting to Company Executive on location-wise status of plan v/s actual on scouting efforts. * Generate leads through local marketing activities. Build brand visibility through local sales promotional activities. Develop and nurture good relationship with customers in the assigned territory. * Ensure dealer success through recruitment, training & motivation of DSPs assigning targets. * Ensure target achievement for the assigned territory * Plan, forecast & report sales performance in assigned territory * Monitor & report activity of competition to concerned Area Manager * Manage Market Study analysis to determine optimum dealer count and preferred locations. Review and recommend markets, prospect and site selection for expanding dealer operations. * Manage dealer performance oversight & reports necessary for dealer performance tracking in   conjunction with Sales Field Operations   * Coordinate with Sales Field Operations the activities related to dealer improvement and/or replacement of poor performing dealers for executive oversight | |

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| EDUCATION | **Maharshi Dayanand University, Rohtak, Haryana, India** | 2009 - 2013 |
|  | B.Tech (Electronics & Communication Engineering) |  |
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|  | **G. B. Pant Senior Secondary School, New Delhi, India** | 2005 – 2006 |
|  | Senior Secondary (10+2) |  |
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|  | **Kendriya Vidyalaya School, New Delhi, India** | 2003 - 2004 |
|  | High School |  |

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| ACHIEVEMENT | |
| *Corporate Marketing & Sales, E-Tendering, Vendor Development, Dealer Development* | |  | | --- | | With Indo farm Equipment Limited, opened the Four dealerships with largest and best showroom infrastructure in Haryana, and on the verge of opening of two new dealerships till mid of November 2020. |   With Sudhir Power Limited, In Addition to bringing in new business opportunities, I used my ‘Planning, Strategizing & Analytical’ skills to develop & successfully implement them for Quoting, ***Monitoring & Controlling of Tenders spread across 250 customers PAN India–with complete guidelines, standards, policies, authority definitions etc. which resulted in maximization of profits by over 30% within 1st quarter.***  With Indo farm Equipment Limited, I have opened***Three dealers in Rewari, Palwal & Faridabad districts and as per planning they have sold more than 60 tractors till date from 03rd Feb. 2020.*** In addition, Now ***Krukshetra, Karnal and Sonipat Districts of Haryana assigned to on 08.08.2020 and Dealership has been opened in Sonipat running successfully whereas in karnal and kurukshetra showrooms will get open till 15.11.2020.*** |

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| EXPERTISE | * Dealer Development: Dealer Scouting, Dealership Allotments/Registration, LOI, OL, DC, Channel Sales and After Sales Support. * Tender’s & Bid’s: Bid Management, Govt. & Private Tender, Project Management, Business networking/relationships, RFP, RFQ, MIS. * Planning & Execution: Managing operations, RFQ, Vendor Management, MIS, Planning/Strategizing for max. Revenue, Eye for loopholes & Plugging, Develop procedures, service standards. * Professional Skill: Strong research & Analysis skills, proposal writing & documentation, Team/People Management, Dealer Development, Corporate Sales & Marketing, Contract management, Liaising. * Managing efficiency through detailed planning, plugging loopholes & ensuring execution as planned * Corporate Marketing & Sales: Lead Generation, Market Research & Analysis, B2B & B2C Sales & Marketing, analyze customer research, Competitor information, Diversity Marketing, Client demographics. | |
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| COMPUTER SKILL | MS-Office (Word, Excel, Power Point, Project, Outlook Express), ERP/CRM, GEM, Ariba, CPPP, EProc. | |

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| Date Of Birth : | 17th Nov 1988 |
| Passport/Citizenship : | Available/Indian |
| Marital Status : | Married |
| Language Known : | हिन्दी, English |