

# Mayuri Shah

Sales Analyst | Customer service | Administrator



Pune Maharashtra, India



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## Professional Summary

An astute professional with 3+ years of qualitative experience in Management, developed and implemented plans and strategies to maintain target with successful results. Passionate about emerging technologies and dedicated to exceeding expectations to reduce costs, improve efficiencies and increase revenues. Successfully delivered complex projects, dealt with international customers, handled both international and local logistics. Attention to detail, strong analytical and presentation skills who takes ownership of issues and enjoys bringing them to a successful conclusion. I am looking to leverage my knowledge and experience into a Project Management role.

## Work Experience

### SCIOMETRIC TECHNOLOGIES INDIA PVT LTD

#### Sales Analyst

Jan 2021-March 2023

#### Order execution

- Executed end to end order deliveries.
- Managed a team of 15 subordinates in delivering 3000+ orders of onshore and offshore sales
- Resource Management/Planning and Time-Tracking of the resources.
- Setup an Excel spreadsheets, reports between cross-functional team members for better execution of orders.
- Raising RFS and RFQs with 3<sup>rd</sup> Party Vendors for Consultancy work to be carried out on a project.
- Coordinate *internal resources and third parties/vendors* to execute projects and ensure they are delivered on-time within the scope and within budget
- Customer Support Team-Worked as support to Sales and Manager for managing orders and Demand.
- Keeping the Project Delivery Framework guide up to date with document and evidence links from each milestone throughout all the phases of a Project.
- Assisting Project Manager is their day-to-day activities.
- Initiated PO creation for Vendors.
- Created business case for procurement.
- Risk Management throughout the life cycle of project.

#### Import-Export Coordination

- Set up a payment process to international vendors which eventually helped in actual cost and profit analysis.
- Managing complete import and export of the company.
- Setting up import export process by coordinating with US and European vendors.
- Dealing with custom authorities for import and export support.
- Managing and maintaining all the documentation for accounting purpose.
- Found cost effective vendors for carrying out international and domestic logistics.

## Education

Brunel University London, UK  
MSc of Business Management  
And Brand Management  
Jan 2019- November 2020

## Certifications

- Fundamentals of digital marketing by Google (07/2023)

## Skill Set/Areas of expertise

- Salesforce, majorly into Financial Force
- MS-Excel, PowerPoint
- Requirement Analysis
- Gap Analysis
- Project Governance
- Diplomacy, tact, and professionalism under pressure
- Ability to work under strict deadlines
- Process and detail oriented
- Multitasking

## Activities

- Event management for up to 50-60 people
- Volunteering for NGOs

## Management and accounting

- Forecasting Revenue for Weekly/Monthly to achieve target.
- Updates accounting entries in Salesforce for account receivables.
- Accountable for the Financial stability of the projects including Budget Management.
- Reduced operating costs by 20%
- Understanding of Cost Model preparation for order execution.
- Revenue tracking and Meet budgetary objectives and make adjustments to project constraints based on financial analysis
- Preparing project reports to track project progress.
- Create and maintain comprehensive Project documentation.
- Manage the relationship with the onshore and offshore teams through continuous communications.
- Maintaining client database.
- Develop and deliver progress reports, proposals and presentations
- Prepare and Maintain Project Plan, Risk Registers, Issue Logs, Lessons learnt
- Monitor a Project Scope, Timeline, Milestones, deliverables and Expectations
- People Management, Inventory Management and Planning for operations.

## Marketing

- Setup email marketing process for existing and potential customers.
- Organised training and demo sessions for customers.
- Presented a budgeted marketing plan for 2022.
- Organised a corporate conference for potential and existing customers.

## Administrator

**Oct 2020-Dec 2020**

- Office relocation handled and executed successfully within 1st month of joining.
- Found new vendor as per requirements for creating the new office fully functional.
- Successfully built a payment process for international vendors without any assistance.
- Successfully set up a Maker-checker system in Bank for better monitoring of funds
- Initial support for recruitment process.
- Inventory Management
- Designed and implemented business strategies, plans and procedures, SOPs and SOWs
- Organised various events in organisation to keep up the moral of all the employees.
- Procurement and Vendor Management

## **Ramesh Dyeing LLP**

## Administrator

**July 2017-Sept 2018**

- Strategizing for the seasonal sales
- Conduct project retrospect meetings and create a recommendations report in order to identify successful and unsuccessful products
- Customer Support Team-Worked as support to Sales and Manager for managing orders and Demand.