

Swati Sansanwal

Sales Coordinator

Permanent Address: - Katwaria-Sarai, New Delhi - 110016

Current Address: - Katwaria-Sarai, New Delhi - 110016

Contact No.: - +91 - 9899227669

Email: - swatisansanwal01@gmailcom

Career Objectives : -

High-achieving Sales Coordinator bringing expertise in marketing, sales and operations. Consults with customers, builds strong relationships and increases sales numbers. Talented Sales Coordinator offering more than 1 year of experience in sales. Decisive, adaptable and resourceful problem solver with persuasive communication style.

Accomplished leader in marketing & sales communications seeking a new career path with a non-profit organization. I am looking for an opportunity where I can apply my passion for philanthropy and use my professional experience to drive positive change in my community.

Skills : -

- Independent and willing to take the initiative
- Inventory Control Procedure
- Team Coordination
- Self-Motivated
- Guest Service
- Work Dedicated
- Continuous Learner
- Teaching

Work History : -

1) Paltech Cooling Tower & Equipments Ltd.: -

Position: - Sales Coordinator

Duration: - May'21 till present

- To Prepare the Quotes/Offer and Estimations as per Client Requirements/Inquiries.
- To maintain Offer Register/Order Register/Requisition Register on Daily Basis.
- To Follow-up with clients for status of Order after sending Quotations.
- To Prepare Godown Requisition, Payment Requisitions, Dispatch Clearance, Inter-Office Memo for the timely execution of Received Orders.
- To submit quotation online on client's portals. (Ariba, Jubilant, Gem etc.).
- To prepare Proforma Invoice for payments as per Client's Payment Terms.
- Execute the Projects awarded to Our Company by coordinating with Design & Engineering team.
- To Prepare BOQ/Technical Specifications/Special Conditions/List of Makes for Tender and send Inquiries to OEM of the Products.
- Vendor Registration for Government and Private Companies.
- To Search Government Tenders: E-Procurement/CPWD/SRM portals etc.
- To Assist Tender Manager for Online & Offline submission of Government Tenders & Private Tenders.

Educational Qualification : -

Qualification	Year	Board/University	Institute
B.com	2013	EIILM UNIVERSITY	EIILM UNIVERSITY
Intermediate	2012	C.B.S.E.	L.B.S.S.S. School
Matriculation	2009	C.B.S.E.	L.B.S.S.S. School

Technical Knowledge : -

- Diploma in Information Technology (IT), NIIT Hauz Khas, Delhi
- Certification in C++
- Certification in C

Strengths : -

- Quick Learner in any field and area.
- Positive Attitude & Positive Approach.
- Have Strong Desire to learn & perform in team or Individual.
- I can't leave things half done.
- Curiosity to know detailed knowledge about anything.

Interests : -

- I use to spend my free time in net surfing & collect information about different activities like Art & Craft.
- I like to Drive and explore new places.
- I love to do painting.
- I like to teach kids.

Personal Details : -

Date of Birth : - 06th Jan'92
Father's Name : - Mr. Bijender Singh
Mother's Name : - Mrs. Neelam Sansanwal
Home Town : - New Delhi
Citizenship : - Indian
Religion : - Hinduism
Gender : - Female

I do hereby declare that the above information furnished by me is true to the best of my knowledge & belief.

Date: - 10/02/2023

Swati Sansanwal