



# POOJA SUJAY TAWADE

## Distribution Executive & E-Commerce Sales Executive

**Team Leader (Service), Project Coordinator, Sales Coordinator, Business Analysis, Senior Executive – Commercial (Supply Chain), National Business Support Executive, MIS Executive, Distribution Executive & Retail-E-Commerce Sales Executive** professional with over **17 years** of experience in IT Service, IT Distribution, IT SI (System Integration) & Manufacturing companies. My great strength is to learn & grow in a professional environment by contributing to the growth of the organization & to have a bright career.



### PROFESSIONAL EXPERIENCE

**Working with Targus India Pvt. Ltd as Distribution Executive & Retail-E-Commerce Sales Executive from 18<sup>th</sup> Feb'22 till Date**

#### Job Profile:

##### ➤ Distribution Executive:

- Do Sell-in plan on every month for Backpack, Mouse, Keyboard, Docking Station, Privacy Screen & Hyper Drive
- Every Monday send Sell-in plan to Director
- Manage 300+ SKUs
- Demand Planning
- Take indent plan from all SM to plan monthly sell in
- Co-ordinate with Hong Kong team for the stock availability & orders
- Handling B2B orders, LFR-Online & Channel orders & ensuring prompt planning and execution of the same.
- Providing product plan to Hong Kong team on monthly basis & arrange the material on time.
- Plan stock as per sales analysis & send all the required order details to HK for stock availability & process accordingly.
- Release the Purchase orders through distributor on every month or B2B basis & co-ordination
- Co-ordination with internal & external Customers with respect to order execution.
- Day to day co-ordination with Hong Kong Team / SM Team
- Co-ordination with distributor for material clearance.
- Performing regular inventory checks and maintaining stock levels.
- Follow-up with Distributor for timely order loading.
- Once buying plan final inform our HK Ops team to process the same and inform the same to Distributor for timely pickup and arranged forwarder.
- Once its hand over to forwarder with invoice, follow-up till stock reach with Distributor.
- Once stock reached distributor warehouse, give partner wise or SM wise allocation to distributor
- Do follow-up with Sales team for timely sale so that we can fulfill partner order on time.
- Take lead time & stock availability from HK team as per SM requirement.
- Maintain order tracking report
- Maintain SM sale out analysis report
- Update Partwise TGT Vs ACH on weekly basis
- Ageing liquidation
- Prepared PPT for QBR & Business activity and share the same to Director every Friday
- Share SM pipeline report to Director every Thursday.
- Update Sales force for B2B order for special price and submit for approval once its approved share with HK Ops team to process the same.
- Update Sell In-Vs TGT ACH report and share with Director.

### Contact



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### Personal Details

Date of Birth : 26-10-1986

Nationality : Indian

Marital Status : Married

### Education

TY B. Com – May 2011 – First Class  
(Delhi University)

FYB.Com – May 2006 – Second Class  
Shreemati Nathibai Damodar

SSC – March 2002 – First Class (Maharashtra  
University)

### Additional Qualification

Diploma in Administration Services.  
(July 2002 – May 2005)

P.V. Polytechnic, S.N.D.T. Women's University.

### Professional Dexterity

- Excellent in MS Office
- ERP - SAP, IFS, CRM, e-Serve
- Inventory Planning
- End to End in Transaction Closing
- Communication Skills
- Solution Seeker
- Quick learner
- Optimistic approach towards life

## Languages

- English - Proficient
- Hindi - Proficient
- Marathi - Native

## Hobbies / Interests

- Movies & Music
- Dancing
- Reading

### ➤ Retail & E-Commerce Sales Executive:

- Daily Stock & Sales Report to all RM with HK transit stock.
- Update sale on daily basis to Master file.
- Stock mapping against pending PO's & send it to distributor for billing, stock movement or Purchase Requisition
- Following with distributor against daily billing.
- Generate WPR (Weekly Performance Review) – Revenue DSR
- Generate MPR (Monthly Performance Review) - Master DSR
- Keeping track of pending purchased order & to ensure sales order are dispatched and invoiced on time to maintain the TAT
- Every Monday share stock report with all LFR-Online account.
- Every Monday taking PO's from Croma, Appario, Flipkart, ZRPL, Femtech, Versatile & Reliance.
- New product SKU creation send to Partner to get it listed.
- Making Croma, Appario, Flipkart, ZRPL, Femtech, Versatile & Reliance order summary on daily basis and sent to SM
- Making PPT for weekly sales & monthly sales
- Following with Appario team for appointment so that disty can deliver the stock as per the slot shared.
- Keep record for demo unit.
- Following with Amazon & Flipkart for online price issue.
- Give monthly requirement stock as per average to RM so that there will be no issue for stock.
- Every Monday following with partner for their stock & sales report so accordingly we can keep a track of sale out and if material is not available with them, we can ask them to release the PO as per their sale out.
- Sending LFR-Online DSR report to RM
- Every month prepared LFR-Online comparison report.
- Prepared LFR-Online A/C sell out report & share with SM
- Update monthly LFR-Online sale out report and send it to SM.
- Shared Ageing liquidation SKU planning to SM.

### **Worked with NTT India Pvt Ltd as Senior Executive – Commercial (Supply Chain Management) from 19<sup>th</sup> Mar'18 till 17<sup>th</sup> Feb'2022**

#### **Job Profile:**

- Keep track of all orders of Product, Support, Installation & AMC renewal.
- Maintain report for all open & closed orders.
- Download report from SAP, DD direct and update the same in Master tracker.
- Follow-up with Client Manager for product support order against which we have not received the PO as well as for LD so that it will not charge.
- Follow-up with Vendor for EDD
- Updating Cisco EDD as per the pending PO which loaded on Cisco and if material get delay, raised expedite case against the pending order on Cisco portal.
- Keeping track of Cisco & DD contract details with period for Support order and share with service team.
- Co-ordinate with Commercial ordering team to book the order on timely basis in SAP after the OCN generated.
- Following with Inside sales team to book the order in DD direct which client PO received from Client Manager to generate the OCN on time.
- Following with the Client Manager for the committed order which was given on every week to Management.
- Making E-way bill.
- Following with Client Manager for EBIP order (pre-load order on Cisco)
- Daily sending Order summary report to regional head and commercial head.
- Every Monday & Thursday sending pending & closed order report to all client manger with their respective A/C manager.

- Following with billing team to close the client invoice which stock received from Vendor.
- Following with warehouse team for Client delivery POD and update the same in Master Tracker.
- If respective Logistic Manager not available quote need to Approval in DD Direct system.
- Process & raises case for DOA product
- Share Product Backlog report with Commit for monthly revenue on every starting of the Month.

**Worked with Targus India Ltd as Retail & E-Commerce sales coordinator from 1<sup>st</sup> Aug'16 till 9<sup>th</sup> Mar'18**

**Job Profile:**

- Daily Stock Report to RM with transit stock from HK to disty.
- Sales update on daily basis & send daily billing details to disty
- Stock mapping against pending PO's & following with disty against pending PO billing & stock movement.
- WPR (Weekly Performance Review) – Revenue DSR
- MPR (Monthly Performance Review) - Master DSR
- Every month making claim against scheme.
- Keeping track of pending purchased order & to ensure sales order are dispatched and invoiced on time through distributor to maintain the TAT
- Every Monday taking PO's from Croma, Cloudtail, Flipkart & Reliance.
- Following with distributor till the stock reached to respective location for timely billing.
- Making Croma, Cloudtail & Reliance summary on every Monday and sent to NSM
- Making PPT for weekly sales & monthly sales
- Taking indent from all RM to load the order through disty to Honk Kong.
- Billing confirmation from all RM for incentives
- Following with Cloudtail team for appointment so that disty can deliver the stock as per the slot shared.
- Keep record for demo unit.
- Following with Amazon & Flipkart for online price issue.
- Making price list update as per Country manager.
- Give monthly requirement stock as per average to NSM so that there will be no issue for stock.
- Every Monday following with customer for stock & sales report so accordingly we can ask them to release the PO
- Making Partner analysis report.
- Making claim for LFR buffer margin.
- Sending LFR-Online DSR report to NSM
- Sending FOS report & RM revenue report to Country Manager on every Monday.
- Once the new Product launch sending mail to customer for listing

**Worked with Neoteric Informatique Ltd. as a National Business Support Executive & Senior Executive Swap Operations & Business Analysis from 7<sup>th</sup> April 2011 to 31<sup>st</sup> Jul'16.**

➤ **Job Profile - National Business Support Executive:**

- Daily stock report to branch sales executive, Vendor & Product Manager
- Sales GP Report (Gross Profit)
- Sales POS Report (point of Sales)
- Credit Note Update

- WPR (Weekly Performance Review)
- MPR (Monthly Performance Review)
- QBR (QTR Biz. Review)
- PR (Purchase Requisition) for stock movement & call branch for stock movement to other location.
- Keeping track of pending purchased order & to ensure sales order are dispatched and invoiced on time.
- Follow-ups with warehouse person for dispatched details so according to that we inform the same to Partners & sales executive by mail or over the phone.
- Keep track that all the purchased order stock reach on time to customer place to maintain the TAT.
- Provide quotation & Performa invoice to customer & following till the order gets closed.
- Customer, Vendor Payment follow-up
- Load Purchase Order on vendor site.
- Tracking of urgent shipments of delivery to the customer and report to the respective Department Manager once completion.
- SKU Creation for New MTM
- Branch Follow-ups for daily sales projection
- Branch Query
- Vendor co-ordination for stock availability & support
- Ageing stock Liquidation follow-up with Branches

➤ **Business Analysis (Sep. 2014 – Jun. 2015):**

- Following with BMT to update monthly target within 3 working days.
- Weekly & Daily targets, Monthly partner wise targets & products wise salesperson sheet to be uploaded by branch.
- Every Month 1<sup>st</sup> week, MPR & every Monday WPR to be taken from ZM & accordingly review to be scheduled.
- Every month 1<sup>st</sup> week, Executive summary & Competition Data to be shared with CEO & NSM.
- Every Monday, Business Performance report.
- YTD achievement sheet to be updated every month
- Partner Analysis every quarter
- Quarter start, Zonal Manager & Branch Manager QBR to be scheduled. (ZM QBR at HO & BM QBR at respective Zonal branch). Budget shared for Nov ZM QBR. Take CEO approval once dates finalised.
- Best Zone & STAR Award – Criteria shared.
- Best Zone – Top line, Bottom line, DIO, Ageing, Partner reach.
  - ✓ STAR Award - Revenue achievement, Partner & Vendor
  - ✓ Management, Market awareness & overall Planning & Preparation
- New joined people web portal id to be created on receipt of confirmation from respective ZM
- Check Sales ID regularly
- Daily Cheque deposit & balance confirmation update to NSM.
- Daily sales update to NSM & CEO at the end of the day.
- Profitability & P&L report to be shared with ZM for their respective zones.
- Co-ordinate with claims team for same.
- Co-ordinate with Marcom for marketing related activities.
- Intel reporting, MDF activities & Claims follow up.
- On month end, projection to be shared with CEO branches as well as Business in shared format.

➤ **Job Profile for Senior Executive Swap Operations:**

- Customer management (Registered dealer/end customer/Branch Ops & sales champ)
- Vendor management - RMA no# generation & keep track of replenishments / Warranty check of goods / DOA approval.
- 3rd Party repair vendor - Keep track of Defective goods /Refurbished goods/Scrap goods.
- Material Management - Keeping track of Defective inward @branch / Branch to vendor/repair center goods movement. / Distribution/Allocation of Refurbished goods to branches.
- TAT - Call logging to closure/Call ageing management & Buffer planning & arrangements.
- Reports – Pending call and closed call report.

➤ **Lenovo DOA:**

- Getting DOA list from Lenovo for Lenovo Desktop, Notebook.
- Need to send to branches as they had received the given DOA unit or not
- If received need to take the RMA against the partner DN
- If not need to do follow-ups for DOA with partner as when they will submit.
- Need to take PRN in system against the DOA
- Once PRN done in system need to dispatch the DOA unit to Lenovo
- Need to do follow-ups for DOA claim with vendor (Lenovo)
- Weekly DOA report sent to Lenovo as well as the Lenovo Product Manager.

**Worked with Accel Frontline Services Ltd as a West Region Team Leader from 13<sup>th</sup> December 2004 till 5<sup>th</sup> April 2011.**

➤ **Job Profile:**

- Attend phone calls for Lexmark, Brother, Kodak Scanner, Moser bear, Epson Pos & Xerox.
- Distribute the Calls to Eng.
- Call log for RTB customer
- Checked whether the calls have completed or pending for parts or it's requiring any technical support
- Educate the customer about the status.
- Co-ordinate with Vendors.
- Keeping tracks for all west regions record such as completed calls & pending calls, Customer Details.
- Maintain records of all the Customer Calls.
- Update the Brother Site, Xerox Site & I-serve.
- Daily region Eng. Productivity Report sends to the HO.
- Handled West Location Calls for all the Vendors.
- Report on daily basis to Head Office.
- BR follow-ups, AMC Quotation, Spares Quotation & their follow-ups
- Prepared Invoice & Bills.