

PRIYA. NITIN. ADSUL.
Sales Coordinator

Seeking the position in an organization, which gives me a chance to improve my knowledge, skills and technologies and I want to be a part of the team that excels in work towards the growth of the organization as well as enhance my managerial capabilities by working in a challenging professional environment to achieve organizational goals.

Personal Details:

Work History

Date of Birth
22nd September 1984
Marital status
Married
Present Location
Dombivli Palava

10-2020
Current

Inside Sales Coordinator

Unique Hydrographic Systems Pvt. Ltd. – Navi Mumbai

Company Profile: We have been a Hot tapping service provider in Oil & Gas sector, we deal in Hot Tapping, On site machining, online safety and relief Valve testing, Online Valve maintenance.

Job Profile & Responsibilities

- Maintaining Enquiry / Offer Register, preparing proforma Invoices, Generating Sales Invoicing & submission of Sale Invoice along with supporting documents in timely manner, Submission of labor compliance Documents to respective customers, & Outstanding Payment follow-ups with clients etc.
- Log and acknowledge all enquiries on receipt in ERP System.
- Submission of Bank Guarantee, Security Deposit, & EMD on receipt of work orders in timely manner.
- Maintain Enquiry Log, enquiry files and supporting documentation, ensuring relevant information is updated in CRM in a timely manner.
- Follow-up with the clients on a regular basis & turn-in order to receive a Purchase Order from the Client.
- Vendor Registration.
- Interface with clients, in support of the Sales Manager, including telephone calls, arranging meetings etc.
- Proactively identify customer issues and report to Sales Manager/Business Head.
- Collate and Maintain client database.
- Upload relevant documents in ERP System with respect to the Job orders.
- Capture, compile & follow up on customer agreements.
- Prepare data for monthly/quarterly/yearly reports likewise Order backlog file, Customer aging report, Cashflow forecast and opportunity pipeline updates to Sales Manager. Follow up for the outstanding payments with clients.

Contact:

Address
FLAT NO-007, X-WING
CHANDERSH OASIS
LODHA HEAVEN,
DOMBIVALI (EAST)
PIN CODE-421204
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E-mail
priya.2122@rediffmail.com

Skills:

Sales support
Customer service
Creating Tax Invoice
Good Communication

Strength:

Self-learning
good Commitment to Work
Good team player
Self-motivated
Hardworking, punctual,
loyal and trustworthy

02-2018
03-2020

Inside Sales Coordinator

REFLEX TECHNOLOGIES PVT.LTD – Navi Mumbai

Company Profile: Reflex Technologies Pvt. Ltd. are one the leading Industrial and Robotic Automation Companies in India. Since 1996, we have been serving the best and the biggest Industrial customers of India.

Job Profile & Responsibilities

- Maintaining & keeping records of Enquiry / Preparation of Quotation Through ERP System / Offer Register.
- Resolving Product Queries with Customer for received enquiries.
- Coordinating with internal department for costing & drawing
- Arrange to prepare & send quotations by mail/courier Etc.

Language:

English
Hindi
Marathi

- To co-ordinate with sales team and other departments like design, Purchase & Finance, within the organization.
- Preparing Order booking, Order Acceptance, proforma Invoices etc.
- Follow up for the outstanding payments with clients.

11-2014
01-2018

Inside Sales Coordinator
MASCOT SYSTEMS PVT.LTD. - NAVI MUMBAI

Company Profile: Authorized Distributor of Kalrez O-Rings (A product of E.I.DuPont, USA) We is a one-stop source for product & services sectors covering Oil & Gas Petrochemicals, Refinery, Pharmaceuticals, fertilizers, Chemical, Water & Food Sectors.

Job Profile & Responsibilities

- Maintaining Enquiry / Quotation / Offer Register.
- Resolving Product Queries with Customer for received enquiries.
- Arrange to prepare & send quotations by mail/courier Etc.
- Helping Marketing executives in closing the lead/ Enquiry.
- To manage correspondences of the Sales Executive
- To co-ordinate with sales team and other departments within the organization.
- Preparing Quotations, Order booking, Order Acceptance, proforma Invoices etc through ERP.
- Order Releasing, Dispatch planning
- Maintain Sales records in the register.
- Handling imports shipments, coordinating with our CHA for the shipments.
- Working in SAP. Attending customer complaints via emails

11-2012
10-2014

Sales Coordinator
SAI METAPLAST Division of Positive Packaging TALOJA

Company Profile: Positive Packaging Industries Limited provides printed and laminated barrier-grade flexible packaging materials.

Job Profile & Responsibilities

- Preparing Sales Order.
- Co-ordinating with transporters & courier services.
- Verifying the Daily Sales Report.
- Day to day co-ordination with all sales Executive, Distributors & regional offices.
- To coordinate the execution of orders received.
- Interacting with the client and updating them about the execution activities.
- To act as a mediator between Salesperson and Clients.
- Handling Sale & supply of Group Companies totally and independently.
- Production & Dispatch planning on a daily basis.
- Routine Jobs: - Follow ups for Payments as per commercial terms, Follow ups for C Forms collection on quarterly basis.
- To follow up for receivables from customers, send reminders.

10-2008
09-2012

Sales Coordinator

Hydac (India) Pvt Ltd - Mahape-Navi Mumbai

Company Profile: A German Subsidiary dealing in Hydraulics manufacturing, power generation Unit, Ballvalves Assembly etc.

Job Profile & Responsibilities

- Entry of Purchase Order received from the customer in the software EMS – Depth. Sending dispatch details of the material.
- Processing & execution of the order with co-ordination of Concerned Sales Engineer and other Depts.
- Follow-up for material with various concerned dept. till dispatch.
- Follow-up for the payments from the customer.
- Attended incoming telephone calls, mailing to potential and existing accounts.
- Correspondence with customers and proper documentation / filing, Letter drafting, preparing bank guarantee etc.
- Entry new customers to EMS-Depth and update current customer details.
- Co-ordination and assisting field sales, Service & marketing people.
- Handling customer complaints regarding material, transportation problem.
- Entry and daily updating of customer complaints.
- Arranging the replacement of rejected Material.
- Preparation of Bill of Material of Power unit Projects and relevant work.

Education

Year 2005-	T.Y.B.COM - Bedekar College of commerce-Thane
Year 2002-	H.S.C - Tilak College - Vashi
Year 2000-	SSC - Guru Nanak English School- Colaba Navy Nagar

Date:

Place: Dombivli- Palava - Lodha Heaven

Mrs. Priya. Nitin Adsul