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|  | |  | Gouri Y. Karale  Sales Coordinator/MIS Analyst |
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| Professional summary Focused on enhancing business operations with technology resources. Experienced in generating reports, analyzing information and recommending updates. Advanced skills in Bizom Software. Seasoned MIS Executive adept at setting technology goals and implementing plans to achieve objectives according to cost, schedule and quality requirements.  Strong communicator, planner and problem-solver. Bringing 6 years of related experience. Dependable MIS report bringing management experience and a willingness to take on added responsibility to meet tight deadlines. Enthusiastic team player with a strong work ethic and advanced complex problem solving skills. Skills  * + Management Information Systems expertise   + Report generation   + Productivity assessments   + Data mapping   + Teamwork and collaboration   + Employee scheduling   + Staff training/development   + Efficient multi-tasker   + Timeline management.   + Sales   **Work History:** Sales coordinator 1st Sept 2022 to till dateSwaroop Techno Components Pvt Ltd, Pune  * + Maintained sales records and report goal setting to sales team managers.   + Created and distributed presentations and supporting documents to help sales team generate business leads.   + Organize and attend sales training meetings.   + Downloaded and mapped data for use by diverse team members.   + Used ERP Software & Lead squared Software to input, analyze and model data.   + Worked with support teams to resolve issues with product, service or accounting areas.   + Trained, coached and mentored staff to ensure smooth adoption of new program.   + Worked directly with Sales, Accounts to achieve objectives.   + Analyzed departmental documents for appropriate distribution and filing.   + Managing all the sales related activity of the company.   + Handling a high volume of customer enquiries whilst providing a high quality of service to each caller.   + Writing up accurate and grammatically correct sales correspondence.   + Tracking sales orders to ensure that they are scheduled and sent out on time.   + Supporting the field sales team.   + Carrying out administrative tasks such as data input, processing information, completing paperwork and filing documents.   + Completing the administrative needs of the Sales Department.   + Responding to sales queries via phone, e-mail and in writing.   + Accurately analyzing and assessing statistical data   + Preparing Analytical Reports Related To Sales Like Primary & Secondary Sales Report.   + Preparing Daily, Weekly, Monthly Report.   + Preparing Presentations Graphical & Analytical Reports.   + Handling Various Reports with Advanced Formulas.  MIS Sales Executive 1st April 2021 to 31st August 2022Compass Consultancy, Pune  * + Downloaded and mapped data for use by diverse team members.   + Worked with support teams to resolve issues with product, service or accounting areas.   + Trained, coached and mentored staff to ensure smooth adoption of new program.   + Analyzed departmental documents for appropriate distribution and filing.   + Managing all the sales related activity of the company.   + Writing up accurate and grammatically correct sales correspondence.   + Supporting the field sales team.  MIS Sales Executive 09 Feb 2015 to 31st March 21Mapro Foods Pvt Ltd. Pune  * + Downloaded and mapped data for use by diverse team members.   + Used Tableau Software & Bizom Software to input, analyze and model data.   + Worked with support teams to resolve issues with product, service or accounting areas.   + Trained, coached and mentored staff to ensure smooth adoption of new program.   + Worked directly with Sales, Accounts to achieve objectives.   + Analyzed departmental documents for appropriate distribution and filing.   + **Received Cash Award in Jan 2018**   + Managing all the sales related activity of the company.   + Handling a high volume of customer enquiries whilst providing a high quality of service to each caller.   + Writing up accurate and grammatically correct sales correspondence.   + Tracking sales orders to ensure that they are scheduled and sent out on time.   + Supporting the field sales team.   + Carrying out administrative tasks such as data input, processing information, completing paperwork and filing documents.  Engineer, Dec-2006 to Jan-2012Mahle Behr India Limited, Pune (MNC)  * + Mentored junior engineers and new hires to better improve the competency and efficiency of all staff.   + **Managed engineering changes using SAP systems.**   + Analyzed departmental documents for appropriate distribution and filing.   + Awarded as Best Operating Engineer in May 2009 for focusing in productivity Improvement & 5S Implementation   + Awarded as Best Operating Engineer in Oct 2009 for focusing in the areas of productivity Improvement & Reduction of Rejection.   + While working as Junior Engineer Achieve the Opportunity to assist in Customer center activity and Improving Customer Relationship.  Key Skills:  * + Working Experience in SAP SD module.   + Advanced in MS Excel including PivotTables, VLOOKUP and Data Tables  EducationSecondary School Certificate: 76.53%, 2002 **Shri Sant Tukaram High School- Karad, Maharashtra** Higher Secondary Education: 54.17%, 2004 **Yashwantrao Chavan College of Science - Karad, Maharashtra** Diploma in Instrumentation Engineer: 63%, 2006 **Government Polytechnic - Karad, Maharashtra** PGDBM (HR) Completed, : A Grade, 2019 **N.G Naralkar Institute of Career Development Research- Pune, Maharashtra** Personal Details Date of Birth: 12th August 1986  Gender: Female  Marital Status: Married  Language-known: Marathi, Hindi, English Interest & Hobbies • Watching movies  • Reading books and Playing Carrom |
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