**Samata Dhamapurkar-Patil**

**Om Ganesh Krupa CHS Ltd,Katrap,Ghorpade Chowk,Badlapur (E) -421 503**

**Mob: 9822985478**

**CAREER OBJECTIVE**

To Secure A Responsible Position In Growing, Technologically Driven Organization That Will Utilize My Skills And Abilities To My Fullest Potential.

**EDUCATION**

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| --- | --- | --- |
| **EXAMINATION** | **YEAR OF PASSING** | **UNIVERSITY** |
| S.S.C. | June 2004 | Mumbai University |
| H.S.C. | May, 2006 | Mumbai University |
| B.Sc (Chemistry) | June, 2009 | Mumbai University |
| DBM (Diploma in Business Management) | June 2013 | Welingkar Institute of Management Development and Research,Matunga (Distance Learning) |

**ADDITIONAL QUALIFICATION**

Well versed in Ms Office and Internet operations.

**EXPERIENCE**

**● Currently Working with Pacific Organics Pvt Ltd, Ambernath as a ‘’Sales Executive’’**

**Since March, 2017**

**1] Worked as ‘’Sales Assistant’’ with Subhra Pharma Pvt.Ltd,Mulund**

**[The Exporter, Wholesaler, Trader and Retailer of Anti Cancer Drugs] Since March, 2016 till Oct, 2016.**

**Job Profile:-**

* Processing invoices for all sales transactions.
* Checking of all Sales and Purchase Documents.
* Purchase bills entries in system.
* Co ordinate with the marketing department.
* Maintain hard copies and electronic filing systems.
* Maintains customer database by inputting customer profile and updates; preparing and distributing monthly reports.
* Responding to emails and calls.
* Maintain contact lists.
* Payment follow-ups.

**2] Worked as “Marketing Executive (Technical Support In-house)” with Lifeline Technologies, Thane [The Manufacturers of Specialty Additives and Master batches of Plastics] since Nov, 2015 till Dec, 2015.**

**Job Profile:-**

* Preparation of Technical Data Sheet and Sending Technical details to customers.
* Preparation of exhibition database, Co-ordinate with organizer, submits application form.
* Responding the emails and calls.
* Create and update database for the new enquires received.
* Compilation of Data regarding the conversation of enquires to order and status report.
* Report to Management as and when required.
* Assist to Marketing Manager.

**3] Worked as “Sales Executive” with Thomas Baker (Chemicals) Pvt.Ltd. Ambernath,Thane[A Leading Lab/Fine/Specialty Chemicals Manufacturing Company] since August, 2014 till October, 2015.**

**Job Profile:**

* Maintaininggood relations with clients by providing them support and the required information.
* Visits to the customers and doing follow up with them for the order.
* Maintaining good relations with the existing clients via emails and calls.
* Arranging meetings with the customers to prospects for the new business.
* Responding to incoming emails and phone enquiries.
* Generate and follow-up on the quotation status.
* Negotiating on price, delivery and the specs with customers and managers.
* Coordinating with the customer and the dealers for the dispatches.
* Preparations of sales data in excel and weekly sales report.
* Maintaining all sales record properly.
* Preparation of Export related documents.

**4] Worked as “Sales coordinator” with Pacific Organics Pvt Ltd, Ambernath, Thane [The Brominated Compounds, Lithium Compounds, Phase Transfer Catalysts (PTC's) Intermediates, and Speciality Chemicals Manufacturing Company] since June, 2010 till July, 2014.**

**Job Profile:**

* Responding the enquiries received from the customers via calls and emails.
* Negotiating on price, delivery and specifications with buyers and managers.
* Preparation of quotations and doing follow-ups for the Purchase Order.
* Preparation of Performa Invoice and the weekly dispatch schedule.
* Ensure the orders are processed on the same day or as per the schedule required by the customer.
* Coordinating with factory for dispatches.
* Providing dispatch details to customers.
* Keeping track of payment on daily basis.
* Reviewing pending orders.
* Solving Customers complaints.
* Keeping track and record of all dispatch details and required documents.
* Vendor Registration Documentation.
* Preparation of Export Invoice, Performa Invoice and Packing List.
* Maintaining good relations will all the customers via calls and emails.
* Preparation of Quotation database and maintaining sales record in excel sheet.
* Maintaining all records of sales according to ISO Audit 9001.

**5] Worked as a “Trainee Chemist’’ with** [**Raptakos, Brett & Co. Ltd**](http://www.raptakos.com/) **Thane, [Raptakos Brett Test Laboratories] since December, 2009 till Feb, 2010.**

### Job Profile:

### Sample Testing as per IP / BP / USP Methods.

**PERSONAL DETAILS**

Date of Birth : - 21st October 1988

Language Known : - English,Hindi,Marathi

Email ID : - [samatasdhamapurkar@gmail.com](mailto:samatasdhamapurkar@gmail.com)

Marital Status : - Married

I hereby declare that the above information provided by me is true in all respects. If given a Chance to join your organization I assure my performance to my best potential.

Date:

Place: