**Resume**

Tushar Gite

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***Resume Highlights:***

**MBA –Marketing** from University of Pune, **Pune**

***Career Objective:***

* Seeking assignment in Sales and Marketing, Business Development and Marketing Management in reputed Organization.

***Educational Qualification***

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| ***Degree*** | ***Year*** | ***Institution*** | ***Board/***  ***University*** | ***Specialization*** | ***%*** |
| **MBA** | 2009-11 | R.S.C.O.C. Pune | University of Pune | Marketing | 59% |
| **B.Sc.** | 2006 | NVP College, Lasalgoan. | University of Pune | Botany | 68% |
| **12th** | 2003 | S.M. Jr.College, Yeola. | Maharashtra Board | Science | 50% |
| **10th** | 2001 | K.K.Wagh. | Maharashtra Board | --- | 55% |

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| ***Experience*** |

**Monga Strayfield Pvt. Ltd. Pune**

**(Capital Equipment)**

Designation: **Sales Executive / Coordinator**

Duration: 20th Feb 2012 to till up to

Job Responsibility

* To handle the inquiries from existing and new clients and provides details about the products offered by Company over the phone or via e-mails.
* Make aware customer by briefing the product properly, get enquiries, map suitable products with customer enquiry & to send quotation for further task of convincing customer which results in purchase order.
* Advertise updated/ regular product into existing customer as well as into new market through e-mails, contacts & market search.
* To do internal planning of sales with correct message to all depts. Including Engineering, design & production as well as to update with techno-commercial details & follow-up with production for delivery of the product.
* Follow up for new orders, new product development which to be matched with customer requirement, customer complaints & payment collection etc.
* Develop new product/ modify with engineering department as per customer requirement.
* Ensure timely recoveries of customer outstanding and resolving dispute related to commercial transaction.
* Arrangement of company stalls in various exhibition.
* A proper customer search with the help of internet, company data base, personal & mutual contacts which to be used for further appointment with a customer.
* Effective proactive Co-ordination with other departments as necessary to forecast, plan to meet business goals.
* Preparing & Sending Quotations, Proforma Invoice, Order Confirmation, Order Acknowledgement
* Tracking daily dispatches and ensuring smooth commercial transactions.
* Maintain customer relationship.
* Making MIS Reports.
* Maintain all customer databases.
* Payment follow-up for outstanding payments.
* Preparing all sales report.(weekly, Monthly & Annual)

**Sugal and Damani Utility Services Pvt. Ltd., Pune**

Designation: Marketing Executive

Duration: 1st July 2011 to 20th Feb 2012

Job Responsibility

* Develop new client relationship and lead generation
* Organizing sales promotion & marketing activities
* Follow up leads and managing existing client relationship to convert

Customer Satisfaction into customer delight

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| ***Technical Skills*** |

**Packages Known:** MSCIT, MS Office (Word, PowerPoint, Excel), Tally.

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| ***Extra-Curricular Activities*** |

* Participated in many business plan & management debate competition, organized by Trinity, NICMAR, MITCON Institutes in 2010.
* Participated in Environmental Awareness Program.
* Participated Watershed management programs
* Design water harvesting plan for PVP Collage Pravaranagar.
* Participated in Blood Donation camps, Health camps etc.

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| ***Personal Details*** |

**Date of Birth:** 9th Feb. 1986

**Marital Status** Married

**Hobbies** Grape Gardening, Riding, Listening Music.

**Strengths:**

* Adaptable.
* Dedicated towards task-assigned.
* Team-oriented.
* Good analytical skills.

**Languages:** English, Hindi, Marathi

**Present Address:**

Flat No. 6, C/13

2BHK Sector,

Dwarka Township

Malahunge Ingale,

Pune 401510

**Permanent Address:** At/Post : Khedle

Tal : Niphad

Dist : Nashik 422305

Date :

Pune Tushar Gite