

Payal Garg

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CAREER OBJECTIVE

To work in a professional organization utilizing my skills and knowledge, contributing towards the progress of the organization and at the same time have the prospects for my professional growth and career.

WORK EXPERIENCE

Assistant Manager – Government Sales

May'14-Till Date

Banbros Engineering Pvt. Ltd., Sahibabad, Uttar Pradesh

Role & Responsibilities:

- Review of information about demands and derivation of supply and proposal preparations
- Clarification of bid conditions and management of the tender preparation
- Monitoring of the bid management in order to ensure it is aligned with the organization's requirements
- Contribution in cost and price calculations
- Coordination of tender reviews and deadlines and adjust them to the frameworks given by the customers
- Understand and resolve complex technical, strategic and business issues
- Handle turn key projects in heavy machinery, Research, Quality control and various type of Lab equipments
- Develop the overall project plan for opportunities and has all the responsibilities of end-to-end Bid management
- Handle the Tender preparation, tender submission, e-tendering, vendor registration etc
- Handle Internal Inspection, Pre delivery inspections before the dispatch of material.
- Preparing reports on excel for all sales status with installation projects
- Responsible for Business Development & Relationship Management with all government clients (Defence, Railways, Institutions, Research centres etc.)
- Co-ordination among production, service, accounts, dispatch department regarding various Pre-sales and Post-sales activities
- Co-ordination with product development team regarding new projects
- Manage Sales of products to dealer/ liaison network
- Manage the product sourcing and ordering to Indigenous and International suppliers
- Vendor Management and handling of Key accounts

Assistant Manager-Sales

June'13-April'14

PMI Techno India Pvt. Ltd.-Ghaziabad, Uttar Pradesh

Role & Responsibilities:

- Prepare proposals, follow-up of Government and private sales/Service enquiries,
- Coordinate daily customer service operations (e.g. sales processes, orders and payments)
- Give updates managers by consolidating, analyzing, and forwarding daily action summaries
- Handle Indiamart, Tradeindia and Tender enquiries, Preparation and Submission of Quotations against customer RFQ
- Maintains customer databases by inputting customer profiles and updates, preparing and distributing monthly reports
- Responsible for streamlining the sales process
- Co-ordinate with Foreign principles regarding Technical specifications of product

Operation Manager

June'11-May'13

A.A. Services Pvt. Ltd.- Delhi

Role & Responsibilities:

- Preparing work status report
- Handle Email Marketing for Outdoor Media operations
- Tracking and maintaining the quality of work
- Design hoardings, pamphlets of Corel Draw
- Ensuring the satisfaction of customer

- Coordination with the customer with the documentation to get the approval and permission to do the work at customer's place to keep future business in mind
 - Meet performance goals and objectives set by upper management and determined upon accepting the position
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EDUCATION

2007-2011	Bachelor of Technology (Electronic & Communication) Babu Banarsi Das Institute of Technology, Gautam Buddha Technical , Uttar Pradesh
2005-2006	Senior Secondary from Star Paper Mills Saraswati Vidhya Mandir, Saharanpur
2003-2004	Higher Secondary from Star Paper Mills Saraswati Vidhya Mandir, Saharanpur

TRAINING & CERTIFICATION

Aug'19	Trained ISO 17025 Laboratory management system
June'10-July'10	Summer Internship in Star Paper Mills Saharanpur in Instrumentation Department.

EQUIPMENT KNOWLEDGE

- Microscopes (Stereo Zoom, Metallurgical, Biological, Tool Makers)
 - Hardness Testers (Micro Vickers, Vickers, Rockwell, Brinell, Universal, Leeb)
 - Inspection (One Touch, Vision Measurement, Profile Projectors)
 - Material Testing (Impact Testing, Torsion Testing, Universal Testing, Fatigue Testing)
 - Environmental (Salt Spray, Hot Air Oven, Muffle Furnace, Steam Ageing, Humidity)
 - Metallographic Sample Preparation (Specimen Cutting, Grinding, Polishing, Mounting, Notch Broaching)
 - NDT (Ultrasonic Flaw detector, Ultrasonic thickness gauge, Surface Roughness Tester, Coating Thickness Gauge)
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ACHIEVEMENTS

- Successfully booked and executed the project worth 1 Cr. From defence department (Ordnance Factory Ambajhari)
 - Implementation of self made procedures for the government sales for successfully achievement of targets
 - Addition of new Vendors, Liaisoning agents, dealers to company
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ADDITIONAL SKILLS

IT Skills: Proficient in MS OFFICE, SAP B1 (Sales Module, Tender sites), CRM, Coral Draw

Languages Known: English (Fluent), Hindi (Native)