

CURRICULUM VITAE

Personal Information:

Mrs. Jyotika Rana.
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Mumbai: 400-002.
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Date of Birth: 8th March, 1967.

Marital Status: Divorcee

Career Objective:

To grab a position that allows me to use and improve my skills. Looking forward to taking big responsibility and to show my skills. I determine to make successful career which best utilizes my skills and expertise. It should always be adequately rewarding financially but should also provide the desired job satisfaction.

Strength:

Hard working, sincere, goal-oriented and confident. Able to express and grasp accurately, able to maintain high standards of accuracy and consistency of work output. Punctual & confident where work & time is concerned.

Skill Summary:

- Developed & sustained relationship with potential and existing customers.
- Effective communicator with both internal & external contacts.
- Assisted with definition, documentation and communication of company processes and procedures.
- Very well knowledge about Customer Service, Service Execution & Offer Preparation
- Well-developed interpersonal & communication skills handled any situation, efficient problem solving & Complaint Handling.
- Willing to learn new technologies, grow higher in this field, and be committed & loyal to job.

Professional Experience: 24 Years

I worked as an Asst. Manager-Sales Support & Import Executive with M/s. AMIAD FILTRATION SYSTEMS INDIA PVT. LTD. - from 28th June 2017 to 31st October, 2020.

AMIAD FILTRATION SYSTEMS INDIA PVT. LTD. TTC Industrial Area, Mahape, Navi Mumbai, is an MNC company having Head Office at Israel, Manufacturer of industrial Automatic Self-Cleaning Filters.

JOB RESPONSIBILITIES:

- Co-ordination with HO, Customers & Sales Managers time to time. Good knowledge of working in ERP System
- Handled all back-office work, sales co-ordination & order execution with Import transactions, documentation, Import Clearance, Checklist, Import duties & all.
- Prepared Monthly business reports & forward to HO, Israel.
- Keeping track of all enquiries coming from customers & made offers for the same after discussion with concern sales manager.
- Keeping track of all incoming orders & executed them with the help of HO & factory. Worked in ERP system for processing Sales Order, Purchase Order for local & import goods.
- Sent Proforma Invoice to customers after readiness of material & doing follow up for payment & dispatches.
- follow up for, renewal of bank guarantees, and opening of LC with customers.
- Handled all admin activities like guest booking, flight booking etc.
- On 1st date of Each & every Month prepared Sales Report, Backlog & execution planning & forecast & sent to HO, Israel.
- Well-developed interpersonal and communication skills handled any situation & efficient problem solving & Complaint Handling.

M/s. R&D Multiples (Metal Cast) Pvt. Ltd. Mumbai is a manufacturing company of Industrial Valves. I worked as a “Sales Executive” (from 15/03/2012 to 13/02/2017.)

Job Profile:

- Handled the tasks of dealing with customer queries
- Submission of Vendor Registration Form for new Vendors/ Companies. Submission of Product Credential.
- Responsible for maintaining files of Performa invoice for LC & payment.
- Raising Inspection Calls. Hotel arrangement for clients.
- Ensure timely delivery of goods to customers. Checking dispatched documents as per Purchase Order.
- Evaluate reports and documents prepared by subordinates.
- Developed and sustained relationship with potential and existing clients/organizations by coordinating professional meetings, attending promotional events and providing effective administrative support.
- Keeping proper follow up of appointments, coordinate with Sales Team. Strong follows up for LC / Payment as per PO terms.

- Actively supported company sales team – Coordinated sales details Pre & Post sales and handled contacts.

M/s. Cee Gee Industries Pvt. Ltd, (Timex Group) Vile Parle (E), Mumbai as a “Senior Sales Coordinator” (Feb,2008 to Nov,2011)

Job Profile:

- Handled the tasks of dealing with customer queries.
- Handled the tasks of preparing quotations for different products.
- Responsible for maintaining files of Performa invoice and purchase orders.
- Ensure timely delivery of products to customers.
- Evaluate reports and documents prepared by subordinates. Developed and sustained relationship with potential and existing clients/organizations by coordinating professional meeting, attending promotional events and providing effective administrative support.
- Keeping proper follow up of appointments, coordinate with Sales Team. Strong follows up for the payments.
- Actively supported company sales team – Coordinated sales details before and after the sale and handles contacts
- Met with customers on company premises to discuss requirements

M/s. Agra Engineering Co. Ltd., at Bandra Kurla Complex, Mumbai. As an “Sales Coordinator cum Admin Executive” (from 2006 to Jan 2008)

Job Profile:

- Order processing & ensure that material should be dispatched.
- Sales Tracking, Outstanding and Targets follow-ups, Prepare Quotation for customer & dealers.
- Handling Calls regarding Dealership.
- Reply e-mails of the customers according to the queries.
- Co-ordinate Logistic, Support & Business Development Team.
- Preparation of quotations according to the sales team requirement.
- Maintaining Customer Purchase Order and executing in time. Coordinating with accounts for generating Invoice against each purchase order. Follow up for the payments & ‘C’ Forms.

M/s. Wellpack Enterprises, Nariman Point, Mumbai as a “Sales Coordinator (In-house) (from Jan 2001 to December 2005) - A leading manufacturer of the anticorrosive products catering the need of many automotive & metal parts exporters.

Job Profile:

- Handled enquiries, sales order generation & follow-up, check Sales Report, TA/DA, prepare & processing of product scheduling.

- Handled various documentation related to sales. Liaisoning with the customer.
- Responsible for every work right from preparation of quotation, attending commercial discussion, 'C' Form follow up, Sales Services & Payments follow up & day to day reporting to Director.

I worked as an Admin Officer with M/s. Shree Sai Construction Company for 4 years at Goregaon (W).

I worked as a Sales Coordinator cum Administrator with M/s. Maharashtra Steel Traders at Santacruz (W) for 4 years.

QUALIFICATION : B.Com.

NATIONALITY : Indian

CASTE, RELIGION : Hindu, Gujarati (Rajput)

TECHNICAL KNOWLEDGE :

Well versed in ERP System, MS Office, Word, Excel, Windows & Internet Surfing. Typewriting Speed as 40 w.p.m. Manual & Electronic Typewriter. Telephone-Operating (EPABX System) Computer-Operating (From NIIT Centre) Basic knowledge i.e. Tally 5.4 & Tally 7.2 (From Aptech Institute),

EXTRA CURRICULAR : Business Correspondence Course done from Davar's College of Commerce.

HOBBIES : Reading, listening to soft music, Watching discovery channel etc.

LANGUAGES KNOWN AS : English, Hindi, Marathi & Gujarati
(Read, Write & Speak)

REASON TO LEAVE : Company has been shifted to PUNE from MAHAPE, NAVI MUMBAI.

PLACE: MUMBAI

DATE: (JYOTIKA RANA)