

Reshma R. Wayal

Sales Coordinator

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Phone: (+91) 9284035561

Profile:

- Rich 9 years' experience as a Sales & Service coordinator.
- Process working knowledge of MS Excel, MS Power Point, MS Office, Outlook.

Skills:

- Business Development
- Customer Service
- Quality Standards
- Can function well within a team environment as well as working independently.
- Can multi-task, prioritize and maintain focus when working under tight schedule.
- Business process experience in material management.
- Customer Interaction
- Sales Reports
- Reliable & Punctual.

Experience:

MAS Systech Pvt Ltd,Pune
Sales Coordinator

JUNE 2022 – Till date

Coesia India Pvt Ltd,Pune.
Service Coordinator

JULY 2017 – JAN 2021

Ducati India Pvt Ltd,Pune
Sales Coordinator

JULY 2016 - June 2017

Jayashree Electron Pvt Ltd,Pune
Sales Coordinator

AUG 2012 - JUNE 2016

Job Description:

Company: MAS Systech Pvt Ltd, Chikhali

Designation: Sales Coordinator

Job Profile:

- Preparing & sending machine & spare quotations to customer as per requirements.
- Follow-up with customer to get an order.
- Releasing work order as per customer PO.
- Payment follow-up with customers.
- Preparing Monthly business report
- Carrying out administrative task such as data input, processing information, completing paperwork & filling documents
- Overdue and outstanding report preparation and follow up to get the payment.

Company: Coesia India Pvt Ltd, Chakan

Designation: Service Coordinator

Job Profile:

- Managing service-related activity of the company.
- Business proposal / quotation preparation, tracking service orders to ensure that they are scheduled and sent out on time.
- Making follow up calls to confirm service order.
- Preparing invoices after completion of every visit.
- Carrying out administrative task such as data input, processing information, completing paperwork & filling documents
- Overdue and outstanding report preparation and follow up to get the payment. (for all customer),
- Preparing Monthly target achievement report, Service engineer utilization report.
- Preparing Complaint log sheet daily by coordinating with service engineer.

Company: Ducati Energia India Pvt. Ltd. Pune

Designation: Sales Coordinator

Job Profile:

- Internal Schedule (related to customer requirement)
- CU price amendment preparing and follow up with customer to get done the PO amendment,
- Concentrates on daily plan v/s customer requirement,
- New product details discussion with internal team as well as Customer,
- Overdue and outstanding report preparation and follow up to get the payment. (For allcustomer),
- Preparing the Proforma invoice, acceptance order
- Preparing monthly Target achievement report
- Filing of internal schedule, customer schedule, individual product details, Purchase order, Proforma invoices, acceptance orders, etc.
- Customer satisfaction report

Company: Jayashree Electron Pvt. Ltd.

Designation: Sales Coordinator

Job Profile:

- Taking care of internal sales coordination
- Enquiry Understand & Scrutiny
- Technical Clarification with client if any
- Fill Enquiry form, register enquiry in ERP
- Sending quotation to customer, regular follow up to customers for order closing
- Fill Technical order form/commercial order form/pre-installation requirement form, book order in ERP
- Advance payments follow-up if any
- To coordinate with Projects/Installation team for site visits, drawing approvals, on time.

Academic Credentials:

Sr.no	Course	Institution Name/University	Percentage	Duration
1	Bachelor of Engineering (E&IC Engineering)	Mumbai University	69%	2007 - 2011
2	H.S.C	The Maharashtra State Board of Secondary and Higher Secondary Education.	67%	2006 - 2007
3	S.S.C	The Maharashtra State Board of Secondary and Higher Secondary Education.	80%	2004 - 2005

Personal Information:

Date of Birth : 3rd January 1989
Marital Status : Married
Language : English, Hindi, Marathi
Local Address : Pimpri-Chinchwad, 411018

Reference and Recommendation on Request:

Date:

Place: Pune

Sign: