

## **RESUME**

### **Apply Post For**

**Sales Co-Ordinator / Back Office Assistant**

### **Name of applicant's**

MR.MAHENDRA UDESINH CHAVDA

### **Address**

AT POST-HARSIDHI PLOT, BAMANGAM,  
TA-ANKLAV, DIST-ANAND,  
PIN CODE-388520.

### **Contact No.**

9904629827

### **E-mail**

[mahendra.chavda1988@gmail.com](mailto:mahendra.chavda1988@gmail.com)

### **Date of Birth**

30<sup>th</sup> November 1988.

### **Marital Status**

MARRIED

### **Educational Qualification**

- S.S.C Pass with 66.71% in 2005
- H.S.C Pass with 71.00% in 2007
- Computer Operator (COPA) Pass with 74.00% in 2008-Tarsali ITI
- Apprentice Pass with 69.00% in 2009-Gorva ITI
- B.A Pass with 40% from S.P University, V.V.Nagar-Anand(Subject-Economics)

### **Working Experience:**

- Currently I have working with M/s.Narayan Powertech Pvt Ltd.as a post of Business Coordinator in Marketing Department since July-23. (Leading manufacturing company in current transformer and potential transformer in India and over Global)
- **M/s.Banco Aluminium Ltd.**Manufacturing company -Extrusion Aluminium Profile) Vadodara in Marketing Dept. As a post of "Sales Co-Ordinator" ( From : 20/07/2015 To 30/06/2023)
- Total 5 years experience in M/s.Amoli Organics (P) Ltd.(Manufacturing Company- Active Pharmaceutical Ingredient) Vadodara as a post of "Technical Assisatnt " (From:18/08/2010 To 19/07/2015)
- 10 month Working experience from M/s.Banco Aluminium Ltd (Manufacturing

Company -Extrusion Aluminium Profile) Bhaily,Vadodara in Marketing Dept.as a post of "Back Office Assistant" ( Markeing Department) ( From:01/10/2009 To 14/08/2010)

- 1 year apprentice training from M/s.Banco Aluminium Ltd (Manufacturing Company -Extrusion Aluminium Profile) Bhaily,Vadodara in Marketing Dept.as a post of "Back Office Assistant" ( From:01/10/2008 to 30/09/2009)

### **Job Description**

#### **M/s.Banco Aluminium Ltd**

- Taking care of new inquiries & quotation timely.
- Create order in ERP System as per customers requirements -Email, PO
- New customer account create & taken all GST Documents to open new account
- Ready material proforma invoice to customer which is payments against P.I
- Due paymetnts reminder/followup by call & write email
- Rjection material back from client and timely short out Debit note / credit issues
- Taking extra care in dispatch of project order or L.C Payments ,in time complete documentary work and submit bank documents intime check with account team and its follow wp
- Timely dispatch documents sent to client e.g invoice,LR Details, Packing List,Test Report
- Cummmunication with customer for payments/New Orders / Material Status / New Development Status / Logistic Management / Rejection issues short out / packing issues short out / if any query regarding rate or taxes etc..
- Sufficient followup with internal departments for urgent orders & convice for earliest dispatch.
- For csutomer priority share to planning/production team & followup till dispatch
- Give maxumum support to front manager to complete department & establishment target.
- Inform trubleshooting activity to front manager/ Head Department & short out timely
- In absense of front manager looking all activities related to sales
- Respond all email and call and close the loop all verbal discussion & write in email corrspodence

- Enlarge self skill for better us and better for our company
- Always be a positive attitude in working

### **M/s. Amoli Organics P.Ltd**

- Supporting work to production department As per sales order from marketing to be plan for Raw material & packing material & transfer FG material to BSR as per specification request by sales team.
- Material issue request to store / ware house (ERP)
- Raw material / Finished Goods Inventory Work (ERP)
- Stock Maintaining work as per production demand
- Raw material & Packing material & PPA are material purchase request
- Raw Material /Packing Material /Intermediate Material /Finished Goods Inventory, Used records mantian tracebility wise.
- MRP Planning in online ERP System.
- Material Request & insuance
- Consumable & Capital items indent
- MIS Report, Daily Report,Monthly Report.
- All the work execute as per S.O.P
- Jointly work with QC/QA, Purchase, Store, Ware House, EDP Department.
- Finished Goods Transfer to Ware House.
- Intermediate mateial t/f to ware house , production plant.
- Check Raw material / Packing Material As per request note Or QC Approved.
- Daily monitoring of stocked material
- Follow up QC / QA for approval of Cosumables items,FG, IMG
- Arrange to send TC, Sample of material, & other dispatch documents thru Courier.
- Vendor Master
- Reporting to Head of Department
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### **Marketing Skills**

- Evaluating the effectiveness of all marketing activity. manufacturing, supply chain, product development & engineering. Own all aspects of key new product Development, manufacturing execution, quality pipeline management, customer feedback & approach to customer satisfaction level.

### **Computer Skills**

- Microsoft Office, ERP, Odoo ,SAP

### **Personal Skills**

- Good analytical & logical skills.
- Having good convincing power.
- Ability to tackle critical situation.
- Honesty & hardworking.
- Manpower handling
- Time management
- Ability to work independently
- Ability to collaborate with team members
- Ability work hard with present mind without sacrificing accuracy

**Current CTC Salary: 4.20 L**

**Expected Salary 4.70 Lacs**

To establish myself as professional with organization that provides a promising career path and growth and be able to offer my services to organization to the best of my abilities,growth through learning, hard work & experience.

The above statements are true to the best of my knowledge and belief.



Yours truly,  
(MAHENDRA.U.CHAVDA)  
Whatsapp #9904629827, 7984307511  
Email: mahendra.chavda1988@gmail.com