

CHARMI GANDHI

Sr. Business Development



A pro-active personality who can use her marketing skills, combined with the latest sales automation software, to help her clients convert opportunities into sales.

EDUCATION

**University of Mumbai- SVKM
INSTITUTE**

BSC (I.T) / June, 2012 - May, 2015

WORK EXPERIENCE

Ultima Chemicals

Senior Business Development

Executive / May, 2016 - November, 2019

Reporting to Director. Managing & coordinating entire sales related activities. Handling entire sales process - starts from customer enquires to order completion. Preparing Sales Estimates, future order, planning etc. Monitoring stock basis on daily basis. Preparing Quotaion, proforma Invoice, order form on ERP system. New product generation , product data sheet, vendor registration documents, sending samples for trial orders. Coordination with Marketing Team, Logistics,Account , Transporter. Maintaining Master Database , New Customer Generation.Cold Calling to Customer for New requirements and payment follow up. Having strong follow up with Existing Customer and Focus on new cliental based.Coordination with all the purchase team of Pharma API manufacturer- all over India. Processing necessary documents for submitting tenders. Reference : Mr. Dinesh Mehta (Director) Ph. No. :9819310199

LANGUAGES

English Fluent

Hindi Fluent

Marathi Basic

Gujarati Fluent

EXTRA CURRICULAR

Activities

1. Attended CPHI Exhibition for past 2 years. 2. NSS Candidate in College. 3. Team Leader for Aahan Fest in College.

CAREER HIGHLIGHT

Seeking a challenging and dynamic position with a growing firm to add some value for the better growth and profit of the organization along with developing my knowledge and selling skills.

DECLARATION

Meeting dealers on daily basis and helping them in finding customers.Making daily call reports and sending them to the seniors.Attending meetings and monthly closing regularly

SKILLS

Team player



CONTACT ME

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