

D/o N. Appa Rao
Do.No-105, Avila Residency ,
Sonam Layout, Doddagubbi
Bengaluru- Karnataka

Ph: +91-8147762264

Jyoti Nali

E-mail: nalijyoti.n@gmail.com

SKILLS

Able to work in different situation in the domain of Sales Coordinator, Service Support and Admin with the total 7+ years of experience.

Seeking an opportunity in your organization where I can contribute positively and work in a mutually beneficial way, so as to achieve the company objectives as well as my objectives.

Maxxis Rubber India Pvt. Ltd, (HO) Ahmedabad, Gujarat

—Assistant Executive (Sales & Service Support)

February 2018 – Present

Summary:

- Expertise in SAP Sales and Distribution Module.
- Working with Sales and Distribution (SD): Configured and customized Sales, Delivery, and Billing document types,(Invoice) pricing, Partner Determination, and output types.
- Co-ordination with Sales staff for processing of SO, (South Region & Export of some part)
- Interacting with end users right from collecting requirement to production support.
- Creating Customer Material Master.
- Handling and customizing Different kind of sales scenario.
- Handling and resolving issue of the users.
- Ability to take and give direction or instruction provide as assistance through completion of task.
- Doing support for sales team by compiling all the data received from the sales team and submit to Section Head.
- Co-ordination with logistic dept. and managing local deliveries.
- Handle the processing of all orders with accuracy and timeline.
- Convey to clients if any delays or problems on New or Claim tyre's Delivery
- Handling back office documentation, for Audit purpose.
- Coordinate with planning, logistic and finance department to complete customer's requirement.
- Monitoring of order dispatch for customer satisfaction.
- Handling admin work of south region office
- Assist with CRM, Department
- Generated weekly reports and sharing with team
- Training dealer manpower on data management(Dealer wise)
- Preparing MIS, Presentation and presenting to Head of South Region.
- Preparing MOM of the meeting and shared to Team members.

Yokohama India Private Ltd, (Japanese) Visakhapatnam, Andhra Pradesh

— *Branch Incharge*

September 2013 - January 2018

— *Assistant Executive (Sales & Service Support)*

- Expertise in GC (Global Company)
- Working in **GC** software to produce invoice of clients.
- Interacting with end users right from collecting requirement.
- Handling of Dealer's cheque Deposits.
- Doing support for sales team by compiling all the data received from the sales team and submit to Immediate Boss.
- Doing Reconciliation (RECO) every quarter.
- Handling of Stock Inward & Outward.
- Maintain the stock position, motion and at rest.
- Maintain the logistic, Transportation.
- Handling back office documentation, for Audit purpose.
- Preparing the MIS, Presentation in time and submit to Immediate Boss.
- Supporting any other tasks assigned by the team member, Specialist or Manager.

SIS India Ltd, Rayagada, Odisha

— *Branch Assistant*

October 2011 - May 2013

- Worked in ERP(Enterprise resource planning)
- Handling of new joining of the staff.
- Assist to HR people while new people joining.
- Doing the ESI for Employees, & maintaining records of ESI & PF correspondence file.
- Arranging the Induction training programme for new employees.
- Maintaining Master list of Quality Records : Sales Visit Report Monthly Operation Plan Customer Complaint Register Reward / Punishment Grievance Register
- Maintaining Agreements Yearly basis of Clients. (GIL, UTKAL...
- Keeping recording of all employees, daily basis. Submit MIS report weekly basis to Manager.
- Handling back office documentation, for Audit purpose.
- Maintain the logistic, and submit the report to Manager.

EDUCATION

MBA, Sikkim Manipal University, Orissa — Master's Degree

MONTH 2011 - MONTH 2013,

Worked as a Data entry Executive with **Human Resource Management**, under Dist collector Office, Rayagada for one year from 2011 Feb to 2012 May.

B.A, Berhampur, Orissa — *Bachelor Degree*

MONTH 2002-MONTH 2005

HSE, SSC, Kalinga High school, Orissa

MONTH 1999 - 2002

SKILLS

- Good professional attitude in the use of basic office equipment and tools as well as applications specific to the sales function
- Ability to work efficiently under pressure and towards strict deadlines, without losing focus on goals, accuracy or quality of work
- Ability to act in a complex and rapidly changing environment, ability to effectively organize and prioritize workload and manage in a multi-task environment
- Knowledge of administration

COMPUTER SKILLS

PGDCA from IT ZONE, Rayagada.

Proficient with the use of MS Office and Internet Knowledge.

Languages Known

Hindi, English, Oriya, Telugu, Gujarati

I hereby declared that the information and particulars furnished above are true and correct to the best of my knowledge and belief and nothing has been concealed.

PERSONAL DETAILS

Date of Birth : 23-06-1983

Permanent Address:

N. Apparao Garu (A Grade Line Man)

Do. No. MIG-26, Housing Board Colony

Tumbiguda Jun.

Rayagada-765001

Odissa

Place: Bengaluru, Karnataka

Date:

(Jyoti Nali)