

Rita Mishra

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## **OBJECTIVES**

A responsible position that will challenge my present qualification, experience and potential which lead for my leadership profile.

**WORK EXPERIENCE** : 23Yrs

## **Key competence**

(i) Pre Sales (ii) Presentation (iii) Co-ordination (IV) Basic under Techno-Commercial (v) Order processing (vi) Vendor development (vii) Supply chain

## **Shavo Technologies Pvt. Ltd. Pune**

Designation : Manager – Sales and Operation

Period Feb 2004 to till date

## **Company Profile**

Shavo Technologies is group of company, and sole Indian representative of M/s Gast Mfg. USA, M/s Meech Static Eliminator UK, Enidine Inc USA , M/s Tescom Germany. Importing High pressure regulator from Germany, Shock Absorber from USA, and Static Elimination Product from USA. Air Motors from USA and Oil Safe Product from Australia. Supply all over India.( Industrial Products).

## **Job Responsibilities**

- ◆ Lead Generation through advertisement, Road map, Greenfield & sales promotional activities. Sizing & of product. Submission of Techno-commercial offers to customer as per customer's requirement to provide key solution to critical problems. Submission of on line tender on government site. Co-ordination with principals regarding sizing, pricing, delivery schedule. Discussion with customer and OEM customers in term of sizing, pricing, discount and delivery status, Order conversion. dealing in Paint shop, Auto Industry, Medical and pharma industry, Plastic industry, defense & Aerospace. Participating in Exhibition like Plast India, Engineering Expo
- ◆ Sales Analysis monthly, quarterly and annually, preparing marketing plan. sales Projection & Strategic plan, Market research, Develop new customer, Weekly Meeting with Team.
- ◆ Evaluating the po, order placing to foreign principal and local vendor, Ensure the work order has been done properly. Material movement as per the delivery date through proper forwarding agent and transport. Tracking of shipment. Giving the shipping instruction & doing follow up with the Freight Forwarder.
- ◆ Submission of BOE, in time Clearing of shipment, ensuring material should reach in godown on time..GRN and ensure correct material has come Despatch planning, Invoice checking. Customer handling as well as domestic & export customer. Coordinating with Foreign supply for getting Order Conformation. Coordinating with CHA for clearing the shipment from the Port. Communicating with Customer for confirmation & Acceptance of Purchase orders & Payment follow up.
- ◆ Distribute and locate the material received accordingly with the area that is required and associate the material with the Manufacturing order. Stock handling to maintain minimum quantity.

- ◆ Meeting with freight forwarder for negotiation of Import and Export shipment, meeting with local vendor for local item.
- Major customers - BARC, Rail Wheel Factory, SAIL, ISRO, Demag Cranes, Mahindra, MICO, ABB, Power Master, Lohia Starlinger, Thuysankrup, Patvin Engg, Punjiloid, Optmix Engg. Federal Mogul**

### **S.M.Engineers – Bhosari ( Pune)**

**Company Profile** : Manufacturer of Automobile components like Valves, Bush, Plugs, Pins (all types).

Designation: Sr. Executive – Sales & Marketing

Period: March 2000 to January 2004

#### **Job Responsibilities :**

- ◆ Attending enquires by phone, e-mail,
- ◆ Quotation and Tender Preparations, sending and follow up
- ◆ Discussion with the customer in term of pricing and deliveries
- ◆ Identify potential customer
- ◆ Rates negotiations and giving discount up to 10%
- ◆ Catalogue Management, Stock control

### **Triumph Nuclear Medicine & Research Centre, Pune**

Designation : Administrative officer

Period : 1996-2000

#### **Job Responsibility:**

- ◆ Maintained a store of up to date and accurate information about Employee database.
- ◆ To maintain and Update registers like P.F., Gratuity, Log Book.
- ◆ Management, Customer care, maintaining sales record, Order Placing for medicine.
- ◆ Overseeing all function pertaining to Salary wage Administration, Maintaining and updating personal records. Updating Staff database periodically.

#### **Software/ Hardware Skill**

Operating System : MS office, Internet application, Tally ERP.

Hobbies : Photography, playing games, travel, reading books

### **PERSONAL DETAILS**

Gender : Female

Marital status : Married

Language known : Hindi, English, Marathi

Date of Birth : 03.08.1970.

Passport no. : P1214693

### **EDUCATIONAL QUALIFICATION**

Master Degree in Management, Pune University: 65%

B.Sc (Chemistry) Magadh University: 59%

Place :- PUNE

Date :-

Signature

(Rita Mishra)