

## **R E S U M E**

**KISHAN RAO**

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### **OBJECTIVE**

Seeking a responsible position in the organization where in my experience and knowledge can be best utilized and I can become asset for the Organization/Company.

### **CAREER SUMMARY**

- Worked as Office Assistant at **RALLIS INDIA LIMITED**, Animal Health Division at their third Party Unit in Bangalore from 1<sup>st</sup> January, 1988 to 30<sup>th</sup> July, 1992.
- Joined as Office Assistant at **MARUTI FEEDS & FARMS PRIVATE LIMITED**, Dharwad from 1<sup>st</sup> September, 1993 and promoted as Office In-charge & worked till 31<sup>st</sup> May, 1999.
- Joined at **IMAJE INDIA PVT LTD.**, (Currently known as **MARKEM IMAJE INDIA PRIVATE LIMITED**) at their Bangalore office as Marketing co-ordinator from 1<sup>st</sup> December, 1999 to 16<sup>th</sup> November, 2009.
- Worked as Manager at **SLV FEEDS** from 1<sup>st</sup> December 2009 to 31<sup>st</sup> July, 2019.

### **PROFESSIONAL EXPERIENCE**

- Back office support for Sales team like generation of leads through telemarketing, internet browsing, paper ads etc. Sending introduction letters to leads, qualifying the leads to sales process and forward to sales team for further action.
- Sending quotations to prospects and existing customers and to follow-up for orders for machines, consumables and spares in order to generate the revenue for Sales/Service Departments.
- Customer Support with regard to after Sales services like sending order acknowledgments, informing them the about dispatch schedule, follow-up for payment / C-Form and maintain individual customer files according to ISO 9001:2000 standards.
- Purchasing of Raw Materials in co-ordination with Production Department. Handled Logistic Department like booking of vehicles, preparation of Delivery Challans/ Invoices and maintenance of Stocks of Finished Goods.
- Sending quotations for Annual Maintenance Contracts, Spares and follow up for Purchase orders for generating the Revenue for Technical/Service Department.
- Monitoring the DSO (Days Sales Outstanding)/Receivables of customers as per the agreed terms of the Company for smooth process in execution of purchase orders for Equipments/Spares/Consumables.
- Interacting with customers in clearing the STOP Shipments of their Purchase orders for Machines, Consumables, Spares and Annual Maintenance Contracts in co-ordination with Finance Team.

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## ACHIEVEMENTS

- ✓ Managed Customer data base of more than 1000 customers (**Hindustan Unilever , ITC, Nestle, Britannia, Pepsi, Co-cola, Dr.Reddy's, Cipla, P&G, Himalya Drugs, Parle, Colgate-Palmolive, Maricco Ltd., Asian Paints etc.**, to name a few) of South India through ACT data base and established good customer relationship by keeping in touch with regular e-mails & related correspondence with them.
- ✓ Successfully implemented 80:20 rule in achieving 100% revenue targets within allotted time period.
- ✓ Created Excel spread sheet to track revenue of individual customer.
- ✓ Done a detailed analysis of Sector wise and Revenue wise data of the customers for south India which has helped to great extent in achieving the Revenue targets for the Company
- ✓ Assisted the Sales Team in conducting Sales Seminars in many places across South India
- ✓ Collected 90% of receivables which were more than 120 days old.
- ✓ Collected 70% of C Forms / Form 37 pertaining to Machine supplies
- ✓ Brought back more than 30% of customers who were having IMAJE printers and using other consumables and spares to IMAJE fold while working at Markem Imaje India Pvt Ltd.,

## EDUCATIONAL QUALIFICATION

- ✓ Bachelor Degree of Arts from University of Mysore.
- ✓ English Senior Typewriting
- ✓ A certificate course in computers

## COMPUTER KNOWLEDGE

- Working Knowledge in Windows Word, Excel, Power Point & email drafting.
- Working knowledge in ACT customer database.

## PERSONAL DETAIL

Name : KISHAN RAO

Father's Name : Gunde Rao

Date of Birth : 1<sup>st</sup> June 1969

Marital Status : Married

Languages Known :

	To speak	To read	To write
Kannada	Yes	Yes	Yes
English	Yes	Yes	Yes
Hindi	Yes	Yes	-
Tamil	Yes	-	-
Telagu	Yes	-	-

I declare that the informations given above are true and correct to the best of my knowledge and belief.

Place : Bangalore

Date : 27<sup>th</sup> August, 2019