

Mr. Pranit More

Cell : 7303091091
E-mail Id : pranit091091@gmail.com
DOB : 10-July-1990

01/07 Ganesh Nagar,
Behram Baug,
New Link Road,
Jogeshwari (W) Mumbai-400102

Objectives and Goals

Professional goal- Bringing together the right information, knowledge and skill with the right people or company will improve a company's ability to develop and act on strategic business opportunities.

KEY SKILLS

Analytical skills and Problem Solving

Can handle any problem under any pressure and analyze situation to the best of my ability

Communication

Ability to put forward innovative ideas and at the same time be very responsive to feed back.

Development and delivery of dynamic presentations.

Teamwork/Leadership

Always ready to take the initiative and lead the team from the front.

Ability to transform the vision into action plans by getting the best out of the team.

Received appreciation from store team, customers & seniors for giving satisfied service & performance.

SCHOLASTIC RECORDS

Sr. No.	Exam. Passed	Board/ University	Grade
1.	T.Y.B. COM	Maharashtra Board	Appeared
2.	H.S.C	Maharashtra Board	2 nd class
3.	S. S. C	Maharashtra Board	2 nd class

COMPUTER SKILLS

Computer knowledge: MS-Office, Internet, Mails, ERP Etc.

STRENGTH

Typing speed : 25wpm
Hobbies : Swimming, playing cricket.
Languages known : English, Hindi, Marathi
Key ward summary : To make my lot of theoretical knowledge in practice.

WORK EXPERIENCE

Esco Biotech Pvt. Ltd

Organization	:	Esco Biotech Pvt. Ltd.
Designation	:	Commercial Officer
Duration	:	From 07th March' 2017 - Present

AREA OF EXPERTISE

Sr. Commercial Executive

- a. Planning For Installation Weekly.
- b. Sending PIR to customer in advance, follow up with customer for the installation.
- c. Enter service report in CRM, with customer feedback form.
- d. Preparing IQ OQ & PQ Documents as per standard ISO norms.
- e. Preparing All Qualification Certificates i.e. MOC Certificates, Inner Outer Space Certification, Air Flow Sensor Certificates, Temperature Sensor Certificates.
- f. Making Calibration & Validation Certificates. (Air Velocity, PAO Test, Particle Count, Smoke Pattern Test.
- g. Follow up with vendors for validation & calibration & accordingly plan with the customer for the qualification.
- h. Generating Purchase order for the validation.
- i. Payment Follow up against installation.
- j. Follow up with account department to clear the payment of vendors.
- k. Coordinating with internal department (Accounts/Hr) for compliance documents as per vendor requirements.
- l. Coordinating with accounts department for taxation clarity.
- m. Checking stock at end of the week, If any spares is low with a set level immediate inform to production team.
- n. Check the spares are in good condition, not single damaged in spares.
- o. Keep stock control systems up to date and make sure inventories are accurate.
- p. Plan future capacity requirements.
- q. Plan, coordinate and monitor the receipt, order, assembly and dispatch of goods.
- r. Ensuring TATs of the Daily Jobs.
- s. Analysis monthly & yearly report for Installation Data, Validation Data & Purchase Order.

Organization : Newtronic Lifecare Equipment Pvt Ltd
Designation : Commercial Executive-Service
Duration : From 09st Jan' 2013 – 06th March 2017

AREA OF EXPERTISE

Commercial Executive-Service

- a. Service Outstanding Payment Follow-up in every Aspect. (Advance, Due, Balance payments)
- b. Co-ordination with all regions for better commercial clear service orders & making a strategy for recovering payment in time.
- c. AMC quotation , order follow-up order processing, follow up for amendment if any
- d. Submission of amc details to co-ordinator & branch offices periodically.
- e. Submission of invoice, Performa, tax invoice etc to clients
- f. Preparing Tax Invoices.
- g. Payments follow up for advance payment, payment against tax invoice excise invoice etc.
- h. Submission of Analysis report to management & managers on monthly basis.
- i. Analysis reports are monthly revenue expenditure collection report & statement.
- j. Preparation of All service related files & filing of respective P.O, Service Reports Payment advice.
- k. Ensure amc register entries are done in ERP in liaison with co-ordinator & data entry operator.
- l. Submission of AMC visit details to client on monthly basis.
- m. Preparing AMC quotation , and submitting to respective client.
- n. Filing service report.
- o. Documenting customer specification & feedback.
- p. Ensuring TATs of the Daily Jobs.
- q. Submitting bills to account department which are made in company IERP.
- r. Send Intimation to respect Branches & Managers about the AMC's.
- s. Maintain Renewal File in IERP.
- t. Acknowledge every order by return mailing in IERP.
- u. Reporting to the business development analyst.
- v. Developing relationships with new pharm / non pharm companies to sell portal services and products.
- w. Performa follow up with respective clients for the payment.
- x. To assist with any departmental tasks and opportunities.
- y. To take initiatives in building relationship with both the parties and make sure that the services are provided in a timely manner.
- z. Resolve client query regarding service or commercial terms.
- aa. Follow up for C form & A2 form for sez unit.
- bb. Payment settlement if client is unable to make payment or service not done for against any purchase order client has sent.
- cc. Analysis daily, monthly & yearly report for AMC.

MAX NEWYORK LIFE INSURANCE LTD

Organization : Max Newyork Life Insurance Ltd
Designation : Operation Executive
Duration : From 01st Feb 2011 To 8 Jan' 2013

AREA OF EXPERTISE

Operation Executive

- a. Quality checking of proposal forms, tracker entries of forms, entries in company's system.
- b. Maintenance different kinds of trackers.
- c. Sending e-mails to concern person, welcome calling to client related to their proposal forms, follow for issuance of insurance policy, client request for any changes or updates etc.
- d. Update the trackers which are assigned to me.
- e. Quality checking of proposal forms and resolves the discrepancies with co-ordinate with RA.
- f. POS tracker update daily with cross verify with RMS tracker.
- g. Follow up with cluster managers for query regarding client's discrepancy with them and resolve the queries of client.
- h. Analysis reports of daily, weekly & monthly basis.

Personal Profile:-

I am Single. I am self-motivated individual who enjoys challenges and making contributions, with impressive communication and interpersonal skills. I can work under pressure. I am committed, ambitious, and reliable. I enjoy working as part of a team. I am eager to learn new techniques and willing to work in area other than my specialized field.

Date :

Place : Mumbai

(Pranit Prabhakar More)

