RESUME

**RAJESH GAJANAN AMBAVANE**

**“EkviraNiwas”, Shastri Nagar,**

**Opp. Abhay Smruti Bldg.,**

**Kalwa (W), Thane 400605.**

**Cell No. 9833531971**

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**OBJECTIVE :-**

To be associated with progressive organization that gives scope to update my practical knowledge and skills in accordance with the latest trends and be a part of the team that dynamically works towards the growth of organization and gain satisfaction thereof.

**SKILLS :-**

* Knowledge of MS-Word, MS-Excel, Adobe Acrobat 9.0
* Knowledge of RDBMS (Relational data base management software) tool like Oracle.
* Knowledge of front end application software tool like Visual Basic.
* Knowledge of Windows 7.0 operating system.
* Ability to work under pressure.
* Good Communication & Negotiation skill.
* Time management & Decision making.
* Maintaining good working relationships.
* Positive "can-do" attitude.
* Identifies priorities for accomplishing goals and objectives.

**EDUCATION :-**

* B.E. (Electronics) from Datta Meghe College of Engineering, Airoli - Navi Mumbai in Year 1998.

**::Page 2::**

* H.S.C from St. John the Baptist High School &Junior College, Thane in Year March 1989.
* S.S.C. from St. Johnthe Baptist High School & Junior College, Thane in Year 1987.
* Completed Diploma in RDBMS from SSI Limited, Thane.

**PROFESSIONAL EXPERIENCE:-**

**Software Solution Integrated Ltd. Thane**

**May 1999 - Nov. 2000**

* Taking batches / lectures in Oracle 8 & Visual Basic 6.0
* Assisting the students in computer labs. during daily practical sessions.
* Assisting the students in computer labs. during projects**.**

Reporting to : Branch Manager

**Asterisk Software Ltd. Andheri, Mumbai**

**May 2001 – Oct. 2001**

* Designing user interface.
* Coding
* Developing client server applications**.**

**PROJECT DETAIL**

**PACE (Personal Administration & Capability Enhancer)**

This project was developed with view in mind to computerised and customised all the work of HR department. The project had various modules like Employee, Organisation, Leave, Loan, Tour etc.A two tier application developed for HR department for middle east and also for the Indian Market. The project was totally customised according to

**::Page 3::**

the needs of the clients ir-respective of their geographical locations. The project was totallycustomised as the Organisation module captures the rule for loan, attendance, leave from one single place through which pay slip can be generated. This special feature was implemented as the rule for payroll vary from Company to Company. Security was the vital part of this package.

**Reporting to : Project Leader.**

**Bhagyalaxmi Consultancy Thane**

**Aug.2002 – July 2012**

* Stamp duty and Registration
* English Typing (DTP works)
* Legal documentations

**Position : Business Partner.**

**Wam India Pvt. Ltd. Pawne (NaviMimbai) & Thane**

**Aug 2012 to Aug-2013**

Wam India Pvt. Ltd. an MNC & subsidiary of Wam Group Italy. Wam group with presence in 85 countries all over the world with 17 manufacturing units. Wamgroup deals in bulk material handling and processing. Wam India manufactures Screw conveyors, butterfly valves, dust filter & vibrators. Wam group is made up of six divisions Wam, Oli, Map, Speco, Roncuzzi, Torex. Based on divisions the products are classified.

I worked for Oli Division i.e Oli India(under parent company Wam India Pvt Ltd) which was in trading of Electric and Pneumatic Vibrators. These vibrators were basically used forvarious applications in many industries as an effective solution for free flow of material / bulk material.

**::Page 4::**

**Job Profile :**

* Making cold calls to promote Wam products in new sectors other than concrete sector.
* Sizing& Selection of Vibrator as per the customer application.
* Sending offers then follow ups with customers on the status of offers, negotiating on quoted price if offer is live & in final closing stages and getting the orders.
* Preparing weekly report and monthly reports.
* Payment recovery.
* C forms recovery.
* Attending exhibitions for promoting Wam products.
* Searching for new customers through various communication media like world wide web, Business Magazines, Exhibition data etc.

**Reporting To : Divisional Manager (Oli Products)**

**Delta PD Pumps Pvt Ltd Dadar - Mumbai**

**Since Sept – 2013 to till date**

**Designation: Sr.Engineer– Tendering & Sales Support.**

* Booking new purchase orders and issuing work order number to sales department, design department & factory.
* Preparing Sales Order /Work order as per sales offer and purchase order, customer approved drawing / documents (if any).
* Preparing Order acknowledgement for booked Purchase Order.
* Releasing indents to purchase dept. for procurement of bought out items.

**::Page 5::**

* Preparing Dispatch Clearance report for sales order / work order and sending it to factory.
* Preparation of technical documentation as per order (particularly tender order) for customer submission and further follow up for documents approval & sending approved docs. to factory to initiate manufacturing of ordered material.
* Sending Techno commercial offer as per Tender enquiry / specification.
* Follow ups against send offer / submitted tender’s via email / phone.
* Price negotiating and getting the order (In case of Non tender enquiries).
* Co-ordinating with factory for dispatches.
* Searching new tenders on line, purchasing tenders on line.
* Downloading tender documents, preparing tender documentations i.e techno commercial offer, data sheets, Performances curves, undertakings & annexures etc.as per tender specification requirement & uploading these tender’s on customer portals per online submission terms & conditions and ensuring timely submission so that tender is submitted with due date and time.
* Preparing documents for Vendor registration & filling vendor registration form.
* EMD, Performance bank guarantee & Security deposit preparing and submission as per tender requirement.
* Ensuring timely submission of tenders as per due date and time.
* Handling all documentation part with Site / Portal settings with class III digital signature pertaining to subjected tenders.

**::Page 6::**

* Checking on E portal or calling on phones for updates on submitted tenders.
* Replying to customer’s Techno commercial queries on line on portal.
* Handling of both online as well as off line tenders for major customer like IOCL, HPCL, BHEL, GNFC, IFFCO, Balmer Lawrie and many other Govt. and Non Govt. customers.

**Reporting To : Sales Director**

**PERSONAL INFORMATION :**

Date of Birth : 30th March 1971

Marital Status : Married

Height : 5’ 5”

Weight : 65 Kgs

Languages Known : English (Read, Write and Speak)

Hindi (Read, Write and Speak)

Marathi (Read, Write and Speak)

Strength : Hardworking in nature, Fluent English,

Honest & Good communication skill,

**(RAJESH GAJANAN AMBAVANE)**