

Resume

SAYALI SHYAM MORE

"Plot No.419, Room No.2,

Shiv Shambhu C.H.S,

Sector-4, Charkop,

Kandivali (West),

Mumbai – 400 067.

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Tel: (M) +91 9821766462

Sales Executive with 4 years of experience working in the Heavy Machinery Manufacturing Industry & Engineering Firm.

Excellent interpersonal and communication abilities, and possess a technical skills. Enjoys being part of a team, and challenging working environment abilities.

----- PROFESSIONAL PROFILE

- Determining proposal feasibility by studying customer RFQs for various industry verticals.
- Handling complex proposals supported by risk assessment, scope of supply definition, etc.
- Accountable for Techno-Commercial offer & negotiation.
- Co-ordination with Client, Project Consultants & Engineering Departments.
- Making Costing for price, Proforma Invoice to the Customer & Check collected Purchase order for Product Prices, Quantities, Sales Tax, Excise duty etc.
- Co-ordination with customers for delivery status and order related complaints & queries.
- Preparing Excel sheet for Service Reports, purchase order & product warranty & submit to HOD.
- Receiving the sending email to respective department and sales executive, follow up with SE, Preparing Monthly follow up report, maintaining filing documents etc.
- Follow up with sales executive for outstanding statement of customer List.

----- COMPETENCIES

- Good Knowledge of Pneumatic Actuators, Electric Actuators & Solenoid Valves etc.
 - Good Knowledge of Butterfly Valves, Ball Valves, Butterfly Dampers & V-Port Valves etc.
 - Handling Technical Queries
 - Cost optimization
 - Strategic Planning
 - Negotiation Skills
 - Customer satisfaction
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PROFESSIONAL EXPERIENCE

- Sales & Marketing Executive – PEREGRINE TECHNOLOGIES PVT. LTD.
August 2015 - Current
 - Marketing Executive / Sales Co- coordinator – M/s. Singhania System Technologists Pvt. Ltd. February 2013 - August 2015
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QUALIFICATION

- Bachelor Of Commerce (B.Com)
Mumbai University in 2012.
 - H. S. C.
Maharashtra Board in 2009.
 - S. S. C
Maharashtra Board in 2007
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ADDITIONAL SKILLS

- MS-OFFICE. : (Word, Excel, Power Point, Outlook with Internet).
 - Tally ERP 9.0
 - English Typing 30 w.p.m
 - Learning Attitude & good grasping power
 - Consistency in work
 - Good Knowledge of Purchasing Skills
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PERSONAL DETAILS:

- Date of Birth : 11th July, 1991
- Marital Status : Single
- Nationality : Indian
- Hobbies : Reading Books & Listening Music
- Current CTC : Rs.19,900 pm
- Expected Salary: Rs. 25,000/- pm to Rs. 27,000/- pm

Date:-

Place: - MUMBAI

Sayali Shyam More