

MANALI V PANCHAL

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Seeking assignments in sales with a growth-oriented process driven organization

PROFESSIONAL SYNOPSIS

- ⇒ Currently working as a **Sr. Sales Executive M/s Panam Engineers**, Andheri
- ⇒ **Four year experience** in sales functioning, bidding, technical evolution of customer requirement, negotiation with customers/vendors for rate finalization, co-ordination with other departments like production, accounts, services etc..
- ⇒ Dealing with more than 2000 reputed manufacturing companies of India.
- ⇒ A go-getter with a flexible & positive attitude, with analytical mind to think clearly and logically.
- ⇒ Ability to work accurately and pay attention to details.

AREAS OF EXPOSURE

Company Name: - M/s Panam Engineers, Andheri

Job Duration: - June 2016 to Present

Designation: - Sr. Sales Executive

M/s Panam Engineers A leading **manufacturing** company Instrumentation Tube / Pipe Fittings, Instrument Valve Manifolds, Instrument Valves such as Needle Valves, Ball Valves, Relief Valves, Check Valve (NRV's), Different Types of Transmitters, Condensing Pots, Thermowells used in the Oil, Gas, Petrochemical, Power Generation, Ship Building, Fertilizers and Pharma & Allied Industries worldwide etc

Main accountabilities, responsibilities and duties:

- ⇒ Determines customers' needs and desires.
- ⇒ Prepare techno commercial offers (Quotations), Order Compliance, Work Order, Oder Acknowledgment, Proforma Invoice for Payment
- ⇒ Prepare marketing statements like quotation follow up sheet, pending order sheet, despatch report, annual business report
- ⇒ Give clearance to despatch material
- ⇒ Explore new projects and opportunities in Oil and Gas sector and concentrate on high- end equipments
- ⇒ Obtaining Vendor Registrations for the company
- ⇒ Claim all advances and collect receivables on time and resolve pending / outstanding issues pertaining to receivables such as TDS Certificate, CST Forms, EMD and old outstanding
- ⇒ Delivery related clarifications, payments and C forms.
- ⇒ Execution of orders received by the company through constant follows up with Purchase, Design, QC and Production department.
- ⇒ Negotiation with customers/vendors for finalization of quotation, terms of purchase orders.
- ⇒ Co-ordination with admin, production, accounts and service department for timely delivery

Company Name: - M/s Advance Cooling Systems Pvt Ltd, Rabale

Job Duration: - May 2013 to June 2016

Designation: - Sales Executive

M/s Advance Cooling Systems Pvt Ltd, is leading **manufacturing** company of panel ac's, Water/Coolant/Oil/Glycol Chillers, Air to Air / Air to Water Heat exchangers, Compressed Air Driers and providing other cooling solution for industries used in metal cutting, telecom, food processing, chemical, instrumentation, electrical and electronics, medical and other fields

Main accountabilities, responsibilities and duties:

- ⇒ Determines customers' needs and desires.
- ⇒ Preparing techno commercial offers (Quotations), technical datasheets, bill of materials(BOQ) for panel ac's and chillers
- ⇒ Assess product market data by calling on customers with field sales people and evaluating sales results.
- ⇒ Performing and arranging successful product demonstration for customer.
- ⇒ Ensure estimation & designs meet project/tender deadlines.
- ⇒ Coordinate with Estimation, Design , Logistics and Procurement department to ensure a competitive, comprehensive and timely submission of offer
- ⇒ Reporting to the Project Manager about the progress of work
- ⇒ Operating on ECRM- sales software

Technical expertise:

- ⇒ Preparing Cooling & Heating load calculation.
- ⇒ Selection of panel ac, chillers, air drier etc
- ⇒ Preparing Job Card for panel ac, chillers, fan coil unit, heat exchanger.
- ⇒ Create and/or modify existing engineering designs and models.
- ⇒ Tests reports preparation, data analysing, customer/vendor feedback form and documentation maintaining by ISO 9001

ACADEMIC CREDENTIALS

- ⇒ **Chartered Engineer** from '**The Institution of Engineers (India)**' perusing
- ⇒ Diploma in Mechanical from '**Government Polytechnic, Mumbai**' with **67.83%**
- ⇒ Secondary School Certificate from '**R M Bhatt High School**' with **90.55%**

KEYSKILLS

- ⇒ **Standard:** -Sound knowledge about local and international standards. Familiar with ISO 9001 standards and quality management systems
- ⇒ **Organizational:** -Effective at time management and prioritizing tasks to achieve deadlines. Can work independently, lead or work within a team environment. Strongly self-motivated, willing to assume responsibilities.
- ⇒ **Mechanical:** -Expert in the heat load calculation of refrigeration equipment's and making easy use template to team and compressor selection template depending on load and working point
- ⇒ **Computer:** -Familiar with 'AutoCAD' (Certified), 'C & C++' (Certified), 'NX' (Basic), 'Adobe Photoshop' (User), 'CorelDraw' (User), 'Corel Paint shop' (User), 'ECRM' (User), 'FOCUS' (User) software. Well known about Copeland SELECTION SOFTWARE 7' (User) and other refrigeration software. Good command on Microsoft Word, Power Point, Excel and outlook.

PROFESSIONAL MEMBERSHIP

⇔ The Institution of Engineers(India), 2013-Present (AMIE)

PERSONAL DETAILS

Date of Birth	:	10 th June, 1995
Linguistics	:	English, Hindi, Marathi and Gujarati
Marital Status	:	Married
Nationality	:	Indian