##### Jyothi Rani Naidu

##### (M.Sc & PGDM – IMT CDL)

(Tel) +91-9594962352 [jyothirani14@gmail.com](mailto:jyothirani14@gmail.com)

+91-7003687606 Newton, Kolkata

*“An industrious and energetic FMCG professional with experience in Sales Coordination & Supply Management of Imported Processed Food & Dairy Products handling wide range of Institutional as well as organized Retail customers along with General Trade distributors”*

-----------------------------------------**Professional Experience**------------------------------------

**Sales Coordinator Dec’13 to Nov’14**

**Dabon International Pvt Ltd.,**

**Bongrain France and Dabur India Joint Venture**

 

Work Profile

* Management of daily Sales orders from modern trade as well as institutional accounts – Receiving orders, Coordination with Warehouses, stock checking, Price verification, Creation of Performa Invoices etc
* Handling sales coordination & supply management of reputed imported Dairy Brands like MILKANA, ELLE & VIRE, PEMA, EMBOR, etc
* Handling a sales turnover of over 1.5 Crore per month for entire Maharashtra
* Coordinating with Mumbai Sales Team for orders and dispatch of material, Maintaining Weekly, monthly report of despatch, Making Invoices
* Responsible for maintaining files of sales invoice, Performa invoice & purchase orders besides handling customer inquiries on call & e-mails
* Record keeping – Creation of Daily Sales summary as well as record keeping of all invoices, Quotations & Contracts

**Executive - Database Management Oct’12 to Aug’13**

**Stellar Information System Private Limited (Work Ex Period: 10 Months)**



Work Profile

* Coordination with Branch Teams across the Country for client database management.
* Extracting the data from software and filing up the data in Excel sheet.
* Handling service related enquiries for all the branches.
* Maintaining Service enquiries report and coordinating with branches.
* Verification of Invoice reports, Hard drives stock management
* Recording Clients details and managing the database in Stellar DRS Software.
* Report making and preparation of monthly summary updates.
* Testing new software provided for our company employees as an employ user.

**Subject Matter Expert – Science (Content Development) Feb ‘11 to November’11**

**Second School Learning Pvt Ltd, Gurgaon. (Work Ex Period: 10 Months)**



* Management of Third party vendors & Freelancers. (Delegation of work agencies & freelancers, assessment & review of third party content, vendor payments etc.)
* Designing interactive learning materials & tools for Second School franchisee centres
* Responsible for updation and maintenance of online web-links of science discipline for Second Schools Website.

------------------------------------**Academic Qualification**---------------------------------------

**PGDM (Marketing) *IMT Ghaziabad, Gurgaon***

June’11 to June’13 (Centre for Distance Learning)

**M.Sc. (Analytical Chemistry)St. Joseph’s College for Women, Vizag**

June’08 to May ’10 (Andhra University)

**B.Sc. (Biotechnology& Chemistry)**  ***“Sir C.R.Reddy College for Women, Eluru***

June ‘05 to March’08 (Andhra University)

--------------------------------------------**Personal Attributes**----------------------------------------

* Time discipline & Target Oriented
* Good Verbal & Written Communication skills
* Work comfortably in groups
* Adopted to work in diverse geographical condition

**---------------------------------------Technical Skills------------------------------------------**

* Completed project successfully as a part of PGDM course in marketing on the topic ***“Impact of product promotions on staples sales in modern retail chains”***
* Proficiency in operation of personal computers and software packages like Microsoft Office, Use of MS Excel & PowerPoint tools
* Successfully completed 3 months instrumentation course in Drug Analysis & Pharmaceutical training from CHEMINOS analytical solutions Vishakhapatnam.

--------------------------------------**Extra-Curricular Activities**------------------------------------

1. Participated in National seminar on *Emerging Trends in Chemistry­*-special emphasis on Pharma-Industry (ETIC-2008)
2. Participated in  National Workshop  on “Sustainable Development : Rethinking Environmental Initiatives”(SD : REI-2008)
3. Winner of numerous sports and cultural events in inter college youth festivals
4. Participated In Inter-Collegiate (2006) (Handball & Kho -Kho)

**-----------------------------------------Personal Details------------------------------------------**

**Jyothi Rani**

Date of Birth: 14-05-1988

Marital status: Married

Languages known: Telugu, English, Hindi

Current Address: Rosedale Garden, Opp: Uniworld City, Block 3, Action Area 3, Rajarhat, Newton, Kolkata 700156

Permanent Address: New RTC Colony, Vijayawada, Andhra Pradesh

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