[Download the original attachment](https://mail.google.com/mail/?view=att&th=1277bd32dbd6b512&attid=0.1&disp=attd&realattid=f_g70h0pe10&zw)

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| --- |
| RESUME |

**ARVIND R. PAL                                                                    CONTACT ADDRESS:**

**Mobile No**: 9768828839                                                     B10, Sangam Society

Email: [arvindpal.21@gmail.com](mailto:chandan.bhole@yahoo.com)                                               Kajupada, Sakinaka

Date of Birth: 15th Aug. 1983                                                       Mumbai-400 072

                                                                                                   Maharashtra

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| * **Objective :** |

  To exploit my potential & acquired skill, by giving best to professional organization, resulting in overall development. To seek a challenging role in professionally managed company where one gets an equal opportunity to grow and show once own potential.

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| * **Education Qualification :** |

● **BSc Physics** from **Mumbai** University.

* **Computer knowledge:**

● Word, Excel, adobe acrobat PDF, Windows 98/2000/XP, MS Power Point. Internet Explorer, DNS-ERP.

* **CURRENT EXPERIENCE:**

**Organization            :   M/s. MERCURY PNEUMATICS PVT LTD .**

**Location                   :** D-134, Ansa Indl. Estate, Saki Vihar Road, Sakinaka, Mumbai-72

**Duration**                  **:** 20thFebruary 20012 to till date

**Work Profile**  **:** Sales and Business development

* **WORK EXPERIENCE (in brief):**
* Generating enquiries from customers for various projects
* Preparing Techno-commercial proposal and providing solution regarding the enquiry of the client.
* Preparation of Technical/commercial Offers of Hydro Pneumatic Press, Pumps, Pneumatic Cylinder & Pneumatics Valves & forwarding in line with specifications provided by the associates & customers.
* To co-ordinate an all india sales network , monitor purchase orders and technical sales queries.
* Generating orders by telephonic and personal visit if required.
* Finalizing orders with discussion regarding technical as well as commercial with the client.
* Follow up for the orders and dispatching for the respective region..
* Reporting to Director.
* **PREVIOUS EMPLOYER**

**Organization             :   FAINGER LESER VALVES (P.) LTD.**

(**Wholly Owned Subsidiary by M/s LESER GmbH, Germany)**

**Location                   :** Mittal Industrial Area, Sakinaka Mumbai

**Duration**                  **:   19th** November 2007 to 31st January 2012

**Work Profile** **:** Preparation of Pre-Order & Post Order Documentations.

* **WORK EXPERIENCE (in brief):**

**Fainger Leser Valves (P) Ltd (Wholly Owned Subsidiary by M/s LESER GmbH, Germany)**

* Prepare calculation & sizing of valve as per **API-520,526,521, ASME Sec VIII, IBR 1950 for Steam Boilers Valves.**

● Preparation of Technical/commercial Offers & forwarding in line with specifications provided by the consultant & customers.

● Filling all Technical data sheet & specification sheet, also doing Technical Calculations as required by customer.

* Discuss and reply all technical queries **(TQ’s)** received by customers.
* Once purchase order received, Preparing Work order & QAP.
* Daily correspondance with client through E-mail.
* We are interacted with major consultants as under

Uhde India Ltd, Toyo Engg. Ltd, Technip India ltd, IBI chemature etc.

* Maintaining Order register & Inquiries for Safety valves as per the ISO 9000 Requirements.

● Carryout all the above work in computerized environment.

● Working these entire tasks in DNS-ERP system.

● Reporting to Internal Sales Manager.  
 

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| * **Personal Details:** |

Nationality               :   Indian

Gender   :    Male

Marital status           :   Married

Date of Birth   :    15th Aug 1983

Current Location        :    Mumbai

Language Known      :   Marathi, Hindi, English

* **STRENGTHS:**

● Self-motivated.

● Fast Learning.

● Always ready to accept challenges.

● Able to work independently as well as in a team environment.

* **PERSONALITY DESCRIPTION:**

● Effective communication skills.

● Ability to support mission-critical operations.

● Ability to attain guidelines as to attain set goal/responsibility entrusted.

● Effective time management.

● Meticulous reporting.

* **ACHIEVEMENTS:**

● Handling customer queries & co-ordination of sales team with customer service have strengthened my communication skills and interpersonal skills. Having worked closely with field people and office operations has helped me to analyze the situation. I am good at time management since I handle multiple tasks even during the busy season.

 ● With a work experience of administration, co-ordination & customer service, and has equipped me with the skills to maintain balance between customer satisfaction and working procedure of the organization.  
   
   
 **Date :            /         /**

**PLACE**: Mumbai                                                          (**ARVIND R. PAL)**

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