**Olivia Barreto** Mobile: **7506222351** E- mail: [**oliver.barr01@gmail.com**](mailto:oliver.barr01@gmail.com)

**Job Objective**

**To build up a challenging career in a high technological organisation with honesty, responsibility and enthusiasm**.

**Professional Profile**

* **A Electronic & Telecommunication Engineer** with having 3.5 years of qualitative experience in Marketing, Pre & Post sales activities, Materials Codification, Inventory, planning and expediting.
* **Skills:** Marketing,Pre & Post sales, Negotiation, Order execution, Materials Management, Technically proficient with MS- office, SAP-SD Module

**Organizational Experience**

* **Since 1st November 13 to Till date as Business Development Executive(AIM)- with Evolute Solutions Pvt. Ltd.** Global provider of solutions to meet a varied set of electronic component and product needs.**.**
* **Since 1st November 2011 to 30th October 13 as Product Marketing Engineer with Leo Circuit Boards Pvt Ltd**. Manufactures of Printed Circuit Boards ,Thermal Printers, Modems ,Led lights & Electronic Manufacturing Services

***Key Functional Areas;***

* **Materials Planning**
* Handling Materials planning involving working out various requirements with respect to utilities, machines, Suppliers for ensuring timely completion.
* Managing resources to perform project activities in cost effective manner ensuring that site operations
* **Marketing & Sales:**
* Develop a business plan and sales strategy for the market that ensures attainment of company sales goals and profitability.
* Prepare action plans by individuals as well as by team for effective search of sales leads and prospects.
* Initiate and coordinate development of action plans to penetrate new markets.
* Assist in the development and implementation of marketing plans as needed.
* **Strengths**
* Price minimization without Terms & Negotiation impact.
* Payment terms negotiation.
* Estimation techniques.
* Business Strategic marketing.
* ***Significant Achievements;***

**From 1st November 13 to Till date : Evolute Solutions Pvt Ltd**

* Developing and growing long-term relationships with customers.
* Handled Distributional sales
* Launched and distributed company product to over 300 accounts.
* Maintaining proper materials specification in materials master (SAP)
* Increased sales in my department by 500,000 in 18 months.
* Researching the market for related products.
* Represented the company at trade fairs & exhibitions
* Persuading clients that a product or service best satisfies their needs in terms of quality, price and delivery.
* Provided customers with competitive quotations.
* Writing detailed sales forecast report for senior company managers.
* Recording and maintaining client contact data.
* Having direct interaction with customers, managing customer relationships to ensure development of sustainable business.
* Performed competitive analysis on organization’s strength & weakness
* Solving Pre & Post Sales problems of client.
* Negotiating and closing sales by agreeing terms and conditions.
* Analyzing costs and sales.
* Solving pre-sales technical assistance & product education.
* Searching for new clients who might benefit from company products or services and maximizing customer potential in designated regions.
* Traveling to visit potential clients.
* Responsible for monitoring sales levels and patterns on a weekly and monthly basis to identify and predict any potential problems.

**From 1st November 2011 to 30th October 13 : Leo Circuit Boards Pvt Ltd**

* Handling sales & marketing operations with focus on achieving sales growth.
* Preparing presentations and communicating with customers and top management for ongoing improvements.
* Follow-up with customer regarding new developments, amendments, and new orders.
* Developing and maintaining healthy business relations with all clientele, ensuring maximum customer satisfaction by achieving delivery & quality norms.
* Identify new markets and business opportunities.
* Visit potential customers for new business.
* Responding to incoming email and phone enquiries; provide customers with quotations.
* Cold calling to arrange meetings with potential customers to prospect for new business.
* Maintaining and developing relationships with existing customers in person and via telephone calls, emails and personal visit to premises.
* Maintaining Daily Progress Report.
* Coordination with Suppliers and customers & Sales team.
* Co-ordination with end-users for maintaining proper BOM.
* Co-ordination with Stores to maintain proper Inventory.
* Have direct interaction with customers - managing customer relationships to ensure development of sustainable business.
* Improving Product Penetration & introducing all possible BU’s available.
* Achieve Sales targets.
* Coordinating with stores to maintain Inventory
* Regular client visit and overall control on assigned product lines
* Maintaining status for in / win projects
* Preparing detailed proposal documents, making accurate, rapid cost calculations and providing customers with quotations.
* Monitors competition by gathering current marketplace information on pricing, products, new products, delivery schedules, marketing techniques, etc.
* Recording & maintaining client contact data
* Managing & interpreting customer requirements-speaking with clients to understand , anticipate & meet their needs.

**Academic Credentials**

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| **Bachelor Of Engineering (Electronics & Telecommunication)**  Terna Engineering College  University of Mumbai | Higher Second  (56.20%) |
| **Higher Secondary.**  St Xavier’s College  Maharashtra State Board. | Higher Second  (68.33 %) |
| **Senior Secondary.**  Canossa Convent High School  Maharashtra State Board. | Higher Second  (78.66 %) |

**IT Skills**

Oracle, Java, MS Office, SAP PP & SD

**Personal Details**

* Date of Birth : 30th July, 1988
* Permanent Address : 22/504 Shree Ganesh,J.P Road , Azad Nagar, Andheri (W)
* Nationality : Indian
* Gender : Female
* Marital Status : Unmarried
* Languages Know : English, Hindi, French, Konkani and Marathi
* Hobbies : Cooking, Travelling, Dancing, Reading
* Reference: Available On Request

**Declaration**

I hereby declare that the information given above is true and best of my knowledge.

**Date: Applicant’s Signature:**