PRIYANKA GHOSH

Sales Coordinator
Assistant to Director

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SKILLS

- **Pre-Sales Activities**
  - ✓ Coordination with Sales Team / Customer
  - ✓ Bid Management
  - ✓ Quotations
  - ✓ Tender Management
  - ✓ Price Analysis
- **Post-Sales Activities**
  - ✓ PO Process
  - ✓ Generate Order Acceptance
  - ✓ Keeping Track of Generated Invoices
  - ✓ Stock Update
  - ✓ Payment Follow up
- **Supply Chain Portals**
  - ✓ SAP Ariba
  - ✓ TATA e procurement
  - ✓ SAIL Vendor Portals etc.
- Report Generation
- Documentation and Record Keeping
- Sales monitoring
- Detail Oriented
- Self-starter and self-motivated.
- Organized
- Analytical thinking
- Problem-solving
- Data Analysis
- Data Modeling
- Spreadsheets
- Tableau

LANGUAGES

- English
- Hindi
- Bengali

PERSONAL

Date of Birth: 30th January 1998
Father's Name: Ramesh Ghosh
Marital Status: Un-married
Religion: Hindu

PROFESSIONAL SUMMARY

Highly motivated and experienced Sales Coordinator with a strong background in Pre-Sales and Post-Sales activities, specializing in Report Generation and Analysis spanning over 6+ years. Detail-oriented and dependable Assistant to the Director with a proven track record of managing schedules, preparing high-level reports, handling confidential correspondence, and ensuring seamless cross-functional coordination. Highly detail-oriented and proactive, with a strong ability to anticipate needs, streamline processes, and support strategic decision-making.

WORK EXPERIENCE

Sales Coordinator

Vareli Tecnac Private Limited
Kolkata, West Bengal || August 2024 – Present

- Manage and maintain the Director's calendar, meetings and appointments.
- Coordinate internal and external communications draft emails, reports, presentations.
- Prepare meeting agendas, take meeting minutes and follow up as needed.
- Conduct research, prepare and analyze weekly/monthly/annual detail-oriented sales reports or presentations for decision-making.
- Assist in organizing exhibitions, meetings and conferences.
- Coordinate with departmental heads for updates and reports as required by the Director.
- Account handling for Director.
- Maintain accurate CRM records and customer databases.
- Ensure proper filing of sales-related documents.
- Monitor quote and proposal creation in the CRM system.

Senior Sales Coordinator

Applied Engineering Services
Kolkata, West Bengal || June 2018 – May 2024

- Responding to customer queries via phone and email with product/service information.
- Supporting the sales team with admin tasks, quote preparation, and coordination.
- Preparing and sending quotations/proposals in line with client needs and company policies.
- Processing purchase orders and coordinating with logistics and finance for delivery and invoicing.
- Maintaining accurate sales records for proposals, orders, and overall process efficiency.
- Managing end-to-end tender processes, including opportunity tracking, documentation, proposal submission, and compliance.
- Setting selling prices based on procurement costs and resale margins.

EDUCATION

BBA: FINANCE, 2018
University of Calcutta Score: 66%

Higher Secondary (12th), 2015
West Bengal Council of Higher Secondary Education (Commerce)
Score: 66.20%

Secondary (10th), 2013
West Bengal Board of Secondary Education
Score: 55.29%

CERTIFICATION

Deloitte Australia Data Analytics Job Simulation on Forage - August 2025

- Completed a Deloitte job simulation involving data analysis and forensic technology
- Created a data dashboard using Tableau
- Used Excel to classify data and draw business conclusions

GenAI Powered Data Analytics Job Simulation on Forage - August 2025

- Exploratory data analysis and risk profiling
- Predicting delinquency with AI
- Business report and data storytelling for collections strategy
- Implementing an AI-driven collections strategy

AI Tools Workshop on be10X – November 2025

- Create presentations using Al in under 5 min
- Analyze data using Al in under 30 min
- Code and debug using Al in under 10 min