

MOHAN SATCHITHANANDAM

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Career Synopsis

7.5 years of experience in the field of Marketing, Procurement & HRM. Providing complete support to dealers, visiting construction companies and offering construction equipment's and spare parts to them. Sales of FMCG products, conduct market research and forecasting to identify selling possibilities and evaluate customer needs. Marketing ERP software to manufacturing verticals. Experienced in purchase, preparing purchase plans, floating enquiry, comparative making, PO preparation, material follow-up, negotiation, prepare quality analysis report, drafting file, approval notes and vendor development.

Areas of Expertise

Customer Relationship Management | Competitor analysis | Sales Forecast | Business Development
| Negotiation | Inventory management | Vendor management | Procurement | HR operations

Education

- MBA in Human Resource & Marketing (HR & Marketing), K. Ramakrishnan College of Engineering, Trichy, 2011.
- Bachelor of Computer Application (BCA), PVP College, Batlagundu, 2009.

Professional Experience

**March 2017
to March 2020**

**Jengan LLC,
Sales Executive,
Abu Dhabi, United Arab Emirates.**

Job Profile:

- Researches competitive products by identifying and evaluating product characteristics, pricing and advertising.
- Communicate with target audiences and build and develop customer relationships to build strong loyalty.
- Identify the potential customer and cultivate to Jengan Customer.
- Individual sales planning and sales funnel management; confer with all affiliated parties of new and/or existing structures to determine optimal equipment required and to generate new sales.
- Manage the prospecting & appointment of new dealers in the territory and growing the relationship of current dealers. Identify new dealers/business opportunities to grow sales.
- Manage and execute the dealer development process to include networking, prospecting, qualifying, interviewing, contract negotiation and proposal strategy to generate interest in becoming a Dealer.
- Providing complete support to dealer's, construction and contracting companies and help to increase the sales of our products (Generators from 2 KVA to 2250 KVA, Construction equipment's, Spare parts and Agricultural equipment's etc) and ensure proper display of products always at the dealer's shop.
- Visiting Construction and Contracting companies to promote and sell our products.
- Predict achievable sales revenue by past sales data and ensure monthly sales target achieved, through Dealers, construction and contracting companies.
- Increase sales, drive volumes and supervise the sales by following up on orders, deliveries and collections.
- Handle and respond customer enquiries quickly, effectively and accurately and provide quotations accordingly.
- Consistently tracks all customer communication, opportunities and proposals in customer relationship management system.
- Maintains accurate and organized documentation on all customers and prospects.
- Resolve complaints and problems related to customers, speedily and satisfactorily especially in the sites.
- Manage inventory in specified region.
- Provide proper stock re-order details to purchase after evaluate yearly sales of each and every customer.
- Keeps abreast of trends and innovative sales techniques in an effort to maintain a competitive edge.
- Monitor and report on competitor activity.

**September 2014
to September 2016**

**Grain Forest Foodstuff LLC, (Operation closed, laid off workers)
Sales Executive cum Purchaser,
Abu Dhabi, United Arab Emirates.**

Sales Job Profile:

- Visit catering companies, restaurants and trading companies in Hospitality sector for product promotion.
- Conduct market research and forecasting to identify selling possibilities and evaluate customer needs.
- Actively seeks out new sales opportunities through cold calling, networking and social media.
- Setup meetings with potential clients and listen to their wishes and concerns.
- Prepare and deliver appropriate presentations on products.
- Negotiating on price, costs delivery and specifications with buyers and key decision makers.
- Negotiating the terms of an agreement and closing sales.
- Create frequent reviews and reports with sales and financial data.
- Ensure the availability of stock for sales.
- Attending trade exhibitions, conferences and meetings.
- Challenging any objections with a view to getting the customer to buy.
- Coordination with product supply team for customer order ensuring on time delivery.
- Maintain records of goods ordered and receivables.
- Collaborate with team to achieve better results.
- Aiming to achieve monthly targets.
- Liaise with suppliers to ensure appropriate product delivery.

Purchaser Job Profile:

- Held discussions with top level management to analyze requirement of firm. Prepared purchase plan for the monthly procurement of products.
- Study market availability of products and ordering information.
- Responsible for generating Request for Quotation (RFQ) & making Quotation Comparative Statement (QCS) with at least four quotations and presented the comparison report and quality analysis report to the management.
- Processed purchase requests, indulge in preparation of Purchase Order (PO) with clear and specific terms & conditions in order to avoid misinterpretation and to maintain proper written communication for procuring exact product as required before ordering goods.
- Continuous follow up with supplier for quotations and timely delivery of the product for fulfilling the requirements of user departments. It also involves resolving the queries of suppliers at the time of the submission of the quotations and at the time of final delivery.
- Negotiation with the suppliers in monetary terms, credit payments, freight saving, timely delivery of the goods.
- Inventory management, review stock reports on daily basis and order as required.
- Maintain records of purchase and sales.
- Manage any procurement activities including RFP's (Request for Proposals).
- Enforced purchasing policies – Finalized the buying deal in coordination with the top management and sealed the purchase as per the state law and the firm regulations.
- Liaison with other departments, particularly the accounting and stock departments.
- Payment collection.
- Costing and cost saving after reviewing the management information available.
- Overseeing any large procurement that may happen

**March 2014
to September 2014**

**DSM Soft Pvt Ltd,
Human Resource Executive,
Chennai, India.**

Job Profile:

Talent Acquisition

- Assessing company, liaise with the senior management to determine their Human Resource requirement.
- Producing a comprehensive Human Resource plan for company's expansion.

Recruitment

Independently handled entire gamut of IT and non-IT recruitment.

- Sourcing talents from online job portals (Naukri, Monster), consultants, social media networking (Facebook, Linked in), headhunting & referrals etc.
- Provide on-site staffing solution to international clients based on their requirements specifically in the field of MCAD.

On Boarding

- Induction and coordinating with functional heads & conducting departmental induction.
- Taking care of all joining formalities joining forms, P.F, & Bank A/C openings.

Employee Relations & Employee Welfare

- Counselling and supporting employees to have a good employee relation.
- Continuous interaction with employees to understand and resolve their grievances and keep them motivate Rewards & Recognition- Organizing official functions, best employee awards, year completion, birthday & anniversary celebrations, recreational activities like picnic, sports & social activities etc.

HRMIS Reports

- Maintaining hiring reports.
- Maintaining personal records of all employees.
- Maintaining employees master data base.

Administration & Operations

- Leave records maintaining.
- Attendance keeping.
- Issuing various letters like confirmation, appraisals & relieving letters etc.
- Monitoring & managing housekeeper, securities, stationery, guest house & other vendors.
- Payroll administration.
- Coordinating with payroll vendor & managing payroll –statutory compliances (PF, ESI, Profession tax, TDS etc.).
- Coordinating with medical vendor & processing medic claim for on-roll employees.
- Handling reliving formalities like full & final settlement, exit interviews, reliving/experience letter etc.

***August 2012
to February 2014***

***Acme Job Solutions Pvt Ltd,
Human Resource Executive,
Chennai, India.***

Job Profile:

- Sourcing resumes from job portal as per client requirement.
- Screening the candidates for matching the right job for right person.
- Hands on experience on job portal like Times jobs, Naukri, Monster.
- Take telephonic interview to find out the availability, communication, experience, stability & explain the salary details, job description and job specification.
- Follow up the selected candidates, convincing the candidate due to certain factors.
- Posting and updating the job requirements on the job portals.
- Interact and build good professional exposure with the candidates and clients.
- Coordination of joining formalities.

***January 2012
to June 2012***

***Binary Systems Pvt Ltd,
Business Executive,
Bangalore, India.***

Job Profile:

- Identifying and generating business from new & existing accounts.
- Identification of market potential and tap untouched verticals.
- Responsible to increase the customer base and build strong relationship with customers.
- Responsible for the sales activity, starting from suspect identification and project presentations.
- Ensuring the individual target accomplishments.

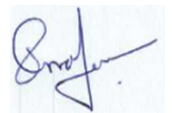
Computer Proficiency

- Microsoft windows 98/2000/XP/7, MS office, Internet applications.

Personal Details

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|---------------------------------|---|---|
| DOB | : | 31 st March 1988. |
| Sex | : | Male. |
| Marital Status | : | Married. |
| Passport No | : | K0581776 (valid till 13-December-2021). |
| Father Name | : | P. Satchithanandam. |
| Languages Known | : | English, Tamil, Kannada and Malayalam. |
| Driving License (UAE) no | : | 2256415(valid till 21-September-2026). |
| Address (Permanent) | : | 4-3/4/4D, Nanjil Manoharan Colony, 3 rd street, Chinnalapatti – 624 301, Dindigul (Dist.), Tamilnadu, India. |

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