

Resume

AMIT VITKAR

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Objective

If given an opportunity, through my honesty, dedication and sincerity I will try my best to contribute to all the growth of the company & achievements of its goal, gain valuable experience from it to establish myself as an eminent professional.

Professional Experience

B.COM,MBA (Marketing) with 9 years of conscientious industrial experience in Accounts & Administrative Department Independently handling day to day accounting work. Also having experience of 3 years in techno-commercial sales, and business development for various product and services, seeking a new challenging environment to expose skills, gain wise knowledge.

Work Experience

Current Employment:

Company	Tech Route Logistics Pvt Ltd
Designation	Sr.Sales Executive
Reporting to	Regional Sales Manager
Duration	From August 2023 till date.

About the Organization:

Tech Route Logistics Pvt Ltd is one of the prominent player in Logistics sector in Transportation sector with annual turnover around 30 Cr. Tech Route Logistics Pvt Ltd has having customer base more than 200+ across India with having 200 employees.

Work Profile:

- Responsible for handling existing customers, and developing new customers.
- Pitching to potential new clients through cold calling visits and accurately resolving customer queries.
- Evaluating customer requirements and collecting consistent feedback to improve customer experiences.
- Achieving the agreed targets in terms of sales and margin, providing the prompt services to all key clients.
- Coordinating with the operation team for collection of consignment from customer on time.
- Maintain relationship with clients providing timely support and recommending on-time good services
- Generation of commercial offer and getting approval from Regional Manager for AMC.
- Coordinating with finance team for timely submission of invoice and follow-up for payments as per terms.
- Customer Handled: 1) Kquality Chemicals 2) Symec Engineering 3) Sindhu Constructions
4) Mosils Lubricants Pvt Ltd 5) Tenora Chem Pvt Ltd.
- Territory Handled: Navi Mumbai (MIDC)

Previous Employment:

Company	Acumen Tech Sol Private Ltd
Designation	Sr.Business Development Executive
Reporting to	Director
Duration	From December 2021 till July 2023

About the Organization:

Acumen Tech-Sol Pvt Limited (ATSPL)is One of the prominent player in services sector in calibration & testing field with annual turnover around 200 Crs. ATSPL has having customer base more than 350+ across India with having 20 employees

Work Profile:

- Responsible for new business development for products like Acrylic based conformal coatings and Calibration services.
- Majorly focused on business development, revenue of Rs 2-3 Lacs per month
- Identifying new opportunity through manufacturer lead, cold call/visit and customer reference.
- Exploring new opportunities through LinkedIn, Instagram, whatsapp for new business
- Generating invoice through CRM based software and submitting to customer at time of dispatch/delivery. Following up for the payment with customer as per payment terms as mutually decided.
- Coordinating with dispatch team for execution of order on time.
- Travelling across the Mumbai Zone to identify new business opportunities, and establishing new customer and new sub contractor in different area of Mumbai division.
- Evaluating customer requirements and collecting consistent feedback to improve customer experiences.
- Attended various exhibition i.e. Eleccrama, Indian Electronics EXPO etc,
- Key Customer Handled: 1) Ashida Electronics Pvt Ltd 2) Suman Electronics 3) Dorf Ketal Chemicals Pvt Ltd 4) Zoetis Pharmaceutical Research Pvt Ltd

Previous Employment:

Employer	Tektronix India Pvt. Ltd
Designation	Customer Service Representative
Reporting to	CSR Manager
Duration	From April 2021 to November 2021

About the Organization:

Tektronix India Pvt Ltd (previously known as TTL Technologies Pvt Ltd) is one of the renowned player in services Sector in calibration & repairing field since 1998.

They are mainly into repairing and service of Fluke instruments, Specialized in electrical measuring instruments.

Job Profile: -

- Focal point for all customer interaction & co-ordination for service issues for PAN India (except South India) for repairing and calibration activity.
- Responsible for services like preparing quotations, generating invoices & revenues, and following up for payments in the West/North & East Region (India) as per terms mutually decided.
- Communication with customer through telecom/email communication and information about readiness of their instruments.
- Handling incoming and outgoing logistics activity and same need to inform to the customer.

Previous Employment:

Employer	Kalyani Industrial Services
Designation	Accounts Executive
Reporting to	Owner
Duration	From Dec 2014 to Mar 2021

About the Organization:

Kalyani Industrial Services is one of the prominent player in services sector in calibration & testing field with annual turnover around 160Cr. Kalyani has having customer base more than 200+ across West India with having 15 employees.

- Maintain Books of accounts viz. Cash, Ledger, Purchase, Sales, Stock register.
- Enter accounting entries for Purchase, Sales, journal, Credit, Debit Note in Tally ERP
- Cash, Bank, Payable, Receivable, Salary, Provision, Expenses.
- Monitor day to day routine accounting and financial activities.
- Invoicing to clients - Prepare and forward invoices, debit notes, credit notes.

- Compliance (Tax Payments as per respective due dates) Monthly, Quarterly.
- Processing vendor invoices for all purchases of goods and services and reimbursement to employees (Expenses Voucher)
- Checking & Verification of bills, supporting documents, relevant approvals, Purchase Order
- Releasing payments to all suppliers & vendors on weekly basis as per creditors' payment terms.
- Ensure all accounting entries are completed & recorded in correctly manner
- Making provision of expenses, (Electricity, Telephone Salary etc.)
- Providing monthly information to director on outstanding payments, Bill-receivable/Payable,
- Taking care of Complete Accounting for Accounts Receivable: Invoicing to clients - Prepare and forward invoices
- Posting of all receipts in the accounting system in an accurate manner. Ensure all accounting entries are completed & recorded in correctly manner and submit monthly basis balance sheet to director.
- Ensuring Vendor payments process in accordance with the specifications set down by organization
- Downloading and evaluating monthly attendance through biometric fingerprint machine at end of month for salary.

Previous Employment:

Employer	Sankalp Technical Services & Laboratory
Designation	Accounts Executive cum Administration
Reporting to	Owner
Duration	From Nov 2010 to Nov 2014

- Looking after entire accounting activity, operation and administration activity.

Personal Information

Date of Birth : 22nd Sept 1987
 Gender : Male
 Marital Status : Married

Educational Qualification

MBA (Marketing) from Wellingkar's Institute of Management-2021.
 B.Com from Mumbai University in year 2010.

Computer Proficiencies

Proficient in MS office (Word, Excel, PowerPoint), Tally ERP-9

Languages Known

English, Marathi, Hindi (Read, Write and Speak)

Hobbies / Special Interests

Swimming, Playing Cricket, Trekking and exploring new places.

Permanent Contact Details

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