
B-409, Sector 2, Padmavati Nagar, Bolinj Virar (W). Mb: 9892518566 Email: hetal2787@gmail.com;

Objective:- Dedicated Customer Service Representative motivated to maintain customer satisfaction and contribute to company success. Proven ability to establish rapport with clients and exceed company expectations.

Experience: -

M/s. Quiz Electronics LLP working as Sales Coordinator since Dec 2020 till Jan2022.

- Coordinator with Distributors and Production.
- Preparation of Quotation as an when required and follow up with them.
- Preparation of Performa Invoice and as well as follow up with client for payment.
- Attend the visitors as an when required.
- Working of Price List.
- Follow with Distributors for the order as well as for payment.
- Visit Online Site get inquiry and follow up with them.
- Search of New Distributor in different for expand the Business.
- Generation of Scheme and implementation the same.
- Keeping the Tracking of scheme.
- Produced daily, weekly and monthly Report.

M/s. Sempertrans India Pvt. Ltd. working as Customer Services Executive Marketing since Feb 2011 till March 2020.

- Preparation of IPO after receipt of Purchase Order
- Matching PO with RFQ if any deviation conveys to client and follow up with them.
- Acknowledgment of Order
- Tender activities i.e submission of on line Tender and participation of R.A
- Preparation of Bank guarantee such as EMD, Advance Bank guarantee, Performance Bank guarantee, Security Deposited Bank guarantee, Corporate Guarantee.
- Preparation of Proforma Invoice and as well as follow up with client for Payment.
- Preparing Dispatch Document on time Domestic as well as International Document.

- Preparation of EBRC.
- Preparation of Insurance for the Export consignment.
- To give Enquiry to Transporters For F.T.L Loads and passing the Transport Bills both F.T.L and Part Load.
- Coordination with Planning, Production, R@D for monthly production schedule/change in priority
- Coordinate with Sales/Customer/Technical Team for Inspection Third party for inspection visit
- Follow up of C Form with customer
- Preparation of D/O, Order Book as and when required by management.
- Produced daily, weekly and monthly Report.

Perfect service working as Supervise for 3 months.

Danika Bhaskar working as Account Assistant for 2 months.

Ravisant working as Sales for 2 months.

Education: - SYBA in Psychology

Skills: - Computer skills Microsoft Word, Excel, Access, PowerPoint, Outlook Express, Tally

Strength: -

Good Communication Skills.

Ready to take any responsibility

Quick Learner and Good Interpersonal Skills.

Language Know: English, Hindi, Marathi, Gujarat.

Date of Birth: 27/07/1987.