Experienced In Assisting Marketing Function & Also Secretarial Support

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Place of Issue: Mumbai

BRIEF OVERVIEW

PROFESSIONAL EXPERIENCE

Bainite Machines P Ltd
(Manufacturer & Seller of Tyre & Rubber Industrial Machinery & Spares)

Assistant - Marketing Dept & Secretarial Support.

August 2014 – till date

Roles and Responsibilities:

- **Reporting to the Marketing Manager.**
- *To attend telephone calls from the customers & attend to emails.*
- *To enter orders in the system and then print job order to be given to Production, Planning Dept & Design Dept.*
- *Assisting Marketing Dept in preparation of Quotations, Arrange prices to be quoted to the customers with correct Technical Annexures.*
- *To liaison with Production, Stores & Despatch Functions to meet customers delivery expectation and on time delivery.*
- *To send Proforma Invoices to customers before dispatch of material.*
- *To Follow up with Customers for outstanding payments & send monthly statement of accounts to customers and send reminders for all overdues.*
- *Co-ordinate with Accounts & Finance functions for Settlement of Tour Bills of Marketing Function / Executives.*
- *To book Flight, Train & Bus Tickets for Marketing Personnel & Service Engineers visiting Indian customers & abroad.*
- *To co-ordinate with Visa agents for Visa for staff touring abroad.*

Akzo Nobel India Limited (Packaging Coatings)
(Manufacturer and Trader of Coatings,Paints & Chemicals)

Commercial Executive (Sales Support)
October 2009 – February 2014

Roles and Responsibilities:

- **Reporting to Business Head – South Asia**
- *To handle sales support and commercial support aspects of the business*
- *Responsible for Commercial Execution of Sales Orders and Purchase Orders.*
- *Handling Commercial Sales Support for Sales Function.*
- *Assisting Business Manager with all commercial activity relating to the Business*
- *To arrange for import of material from overseas sites to India.*
- *To co-ordinate sales and orders from various customers.*
- *To liaison with warehouses and ensure sufficient stock levels in order to meet customer demands*
- *To support the Business Manager with commercial proposals.*
- *To send monthly statement of accounts to customers and send reminders for all overdues.*
- *To provide support such as preparing TDS or MSDS to customers in co-ordination with Technical Dept.*

Vinyl Chemicals(India) Ltd, Mumbai
A subsidiary of Pidilite Industries Ltd,Mumbai.(manufacturer of Fevicol brand of adhesives).

Senior Commercial Officer
Dec 2007- September 2009.

Roles and Responsibilities:
- **Reporting to Team Head - Marketing**
- *Managing and supervising daily operations to ensure smooth functioning*
- *Preparing commercial invoices for sale transactions.*
- *Co-ordinating with transporters for logistics support & freight monitoring.*
- *Preparing LC documents for import of speciality chemicals from overseas.*
- *Co-ordinating with banks for LC, and timely payment to them for LC booked.*
- *Co-ordinating with insurance companies for claims submitted for shortages in shipments received.*
- *Monitoring timely dispatch of materials*
- *Taking schedules for orders from various customers and ensuring timely despatches.*
- *Depositing payments from various customers in bank on due dates and maintaining overdue outstanding ledgers of all customers.*
- *Coordinating operations with field staff and customers/dealers on phone.*
- *Controlling Inventory at various tanks, terminals and company plants.*
- *Familiar with billing and collection cycles in the SAP package.*
- *Preparing credit/debit note requisitions for monthly schemes, discounts given to customers and maintaining MIS.*
- *Co-ordinating with other functions like accounts, purchase, technical etc.*
- *Co-ordinating with octroi agents to lift material according to N Forms issued.*

Asian PPG Industries Ltd, Mumbai
A JV of Asian Paints (I) Ltd and PPG Inc, USA, manufacturers and distributors of automotive paints
Officer-Branch operations
Jul 1999 – Dec 2007.

Roles and Responsibilities:
- *Reporting to Area Manager.*
- *Managing and supervising daily operations to ensure smooth functioning*
- *Supervising unloading, loading and stacking of materials in the warehouse*
- *Entering stock inward documents in the manual registers and then in SAP.*
- *Preparing invoices and stock outward documents in SAP and then maintaining manual registers for the same.*
- *Conducting stock taking exercises consitently to detect any variances andtake remedial steps to control variances.*
- *Monitoring timely dispatch of materials*
- *Coordinating operations with field staff and customers/dealers on phone.*
- *Controlling Inventory*
- *Independently managing Customers' and Dealers' accounts*
- *Handling Collection Accounting for all branches*
- *Familiar with billing and collection cycles in the SAP package.*
- *Controlling inward and outward movement of stocks*
- *Procuring Inventory through demand forecasting from plants and other depots.*
- *Ensuring timely despatch of material to other depots and end customers*
- *Negotiating with transporters/cargo owners for economy rates*
- *Establishing distribution network of all our products to reach all destinations*
- *Seeking commercial forms, road permits of other states*

United Acids Pvt Ltd, Mumbai
Distributors of chemicals and various types of industrial acids
Administration Assistant
Oct 1997 – Jul 1999

Roles and Responsibilities:
- *Successfully handled daily preparation of Invoice*
- *Daily accounting of collections and dues.*
- *Monitored dispatch of materials and Inventory management*
- *Responsible for Accounts management for both customers and dealers*
- *In charge of Expense Accounting for all branches*
- *Effectively managing Customer Relations, complaints and queries*
- *Handling all official correspondence with clients and dealers*

EDUCATION

Mumbai University   Passing Year   1996
B Com

PERSONAL DETAILS

Date of birth: 15th Feb 1975
Languages known: English, Hindi, Marathi and Malayalam