

SATISH N SONAR

Motibhai Desai Chawl, Ganesh Nagar, R. NO.11, Western Exp. Highway, Dahisar (E) Mum-400068

Present Add: Vidya Sadan Society, 4th Flr, B-406, Manvel Pada Road, Above Bank of Baroda, Virar (E), Dist- Palghar, Pin Code- 401305 Maharashtra

OBJECTIVE: To learn and deliver best as commerce professional and to be self- reliant to join a progressive Organization. Where my Potential can be utilized for improving the operating performance and in contribution substantially towards growth of organization.

EDUCATION:

S.S.C. PASSED FROM NASIK BOARD 2002-2003

H.S.C. PASSED FROM NASIK BOARD 2006-2007

F.Y.B.COM PASSED FROM KALINA UNIVERSITY 2010 – 2011

COMPUTER KNOWLEDGE: M/S office 2000 x/p (word, excel)

EXPERIENCE:

COMPANY M/S. WELKNIT FAB LLP SURAT (GUJARAT)

This company is engaged in Manufacturing of Technical Textile having turned over of 50 – 100 crs. Per annum.

DESIGNATION: SALES CO ORDINATOR PERIOD: FEB – 2022

- Handling Sales Dept. Activities
- Drafting & Mailing the quotations, making Performa invoice & daily follow ups
- Follow ups for new orders, repeat orders & payments
- Coordination with Production & Dispatch Dept.
- Good at professional phone skills & verbal communications with customers
- Updating of stock from Factory & other outsource given material stock
- Providing support & assistance to outside sales representative/executive
- Worked diligently with all the team members & support in their daily works
- Maintaining good business relationship with client

COMPANY M/S. LALJEE GODHOO & CO. MASJID BUNDER

This company is engaged in Manufacturing of Compounded Asafoetida (Hing) having turned over of 150 – 200 crs. Per annum.

DESIGNATION: SALES CO ORDINATOR PERIOD: SEPT 2021 DEC 2021

- Handling Sales Dept. Activities
- Drafting & Mailing the quotations, making Performa invoice & daily follow ups
- Coordination with Production & Dispatch Dept.
- Handling online Amazon orders & dispatch schedule
- Good at professional phone skills & verbal communications with customers

- Generating invoices in tally & daily updates on inventory of material
- Daily physically stock taking of material.
- Providing support & assistance to outside sales representative/executive
- Worked diligently with all the team members & support in their daily works
- Maintaining good business relationship with client

COMPANY M/S. SAROJ ART PRINTERS VASAI (E)

This company is engaged in Manufacturing of Mono Cartons, Leaflets & Labels having turned over of 100 – 120 crs. Per annum.

DESIGNATION: SALES CO ORDINATOR PERIOD: NOV 2020 – AUG 2021

Job profile: -

- Handling Sales Dept. Activities
- Drafting & Mailing the quotations, making Performa invoice & daily follow ups
- Proactively respond to the customers & sales regarding the status of their quotes & orders
- Coordination with Production & Dispatch Dept.
- Responds to emails & calls. Reviewed & analyzed complaints received from clients
- Good at professional phone skills & verbal communications with customers
- Maintained the data of new & existing customers & sales interactions
- Providing support & assistance to outside sales representative/executive
- Worked diligently with all the team members to assist & support in their daily works

COMPANY M/S. SPECTRUM SCAN PVT.LTD VASAI

This company is engaged in Manufacturing of Retail Branding Solutions having turned over of 80 – 100 crs. Per annum.

DESIGNATION: MARKETING CO ORDINATOR PERIOD: MARCH 2019 – MARCH 2020

Job profile: -

- Handling Marketing Dept. Activities
- Coordinating with the customers
- Outdoor Visits & meeting with clients
- Solving the customers queries
- Allocation of the employee / contractors as per the location
- Daily Follow ups & updating status of works & projects
- Planning for the next day projection of works.

COMPANY M/S. SGM PACKAGING LLP BHAYANDER

This company is engaged in Manufacturing of Corrugated Boxes Materials having turned over of 6-7 crs. Per annum.

DESIGNATION: SALES CUM CO ORDINATOR PERIOD: AUGUST 2014 MARCH 2019

Job profile: -

- Contact new & existing customers to meet & exceed sales objectives.
- Responsible for the marketing & providing details on new & existing product

- Building relationship with new customers
- Maintaining good business relationship with existing clients.
- Outdoor visits & meeting with the clients
- Visiting Seminar & Exhibitions.
- Deal with customer feedback, enquiries, complaints & refunds
- Coordinating with production in charge for proceeding orders & dispatch

COMPANY M/S. SVP PACKAGING INDUSTRY PVT LTD LOWER PAREL

This company is engaged in Manufacturing of Plastics Packaging Materials having turned over of 15 – 20 crs. Per annum.

DESIGNATION: SALES CO ORDINATOR PERIOD: DECEMBER 2011 – NOVEMBER 2012

Job profile: -

- Handling Sales Dept. Activities
- Drafting & Mailing the quotations, making Performa invoice & daily follow ups
- Proactively respond to the customers & sales regarding the status of their quotes & orders
- Responds to emails & calls. Reviewed & analyzed complaints received from clients
- Good at professional phone skills & verbal communications with customers
- Maintained the data of new & existing customers & sales interactions
- Providing support & assistance to outside sales representative/executive
- Worked diligently with all the team members to assist & support in their daily works

COMPANY M/S. SHYAM INDUSTRIES BHAYANDER

This company is engaged in Dealing with Industrial Packaging Materials having turned over of 2-3 crs. Per annum.

DESIGNATION: SALES EXECUTIVE CO ORDINATOR PERIOD: APRIL 2009 – NOVEMBER 2011

Job profile:

- Contact new & existing customers to meet & exceed sales objectives
- Responsible for the marketing & providing details on new & existing product
- Building relationship with new customers
- Maintaining good business relationship with existing clients.
- Outdoor visits & meeting with the clients
- Visiting Seminar & Exhibitions.
- Deal with customer feedback, enquiries, complaints & refunds
- Coordinating with manufacturers for proceeding orders & dispatch

COMPANY M/S JINAL PRODUCT DAHISAR

This company is engaged in Manufacturing of Hair Accessories & Imitation Jeweler having turned over of 25-30 lakhs per annum.

DESIGNATION: SALES CO ORDINATOR PERIOD: AUGUST 2000 - JANUARY 2008

Job profile: -

- Looking After production / making bills manually
- Handling work force of about 15-20 workers
- Looking after dispatch & raw material requirement

PERSONAL INFO:

DATE OF BIRTH : 25th April 1984

NATIONALITY : Indian

MARTIAL STATUS: Married

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EMAIL ADD : ssonar976@gmail.com / sonars88@gmail.com

Date:

Place:

SATISH SONAR