

# ZEESHANAH MED INAMDAR



## Contact

NASHIK, INDIA 422006

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## Core Qualifications

- MULTI TASKING
- ADAPTABILITY
- MS OFFICE
- Company auditing
- Business crisis management
- SWOT analysis
- Sales strategies
- Business development
- Negotiating contracts
- Presentations and proposals
- Team management
- Product development
- COST CONTROL AND ANALYSIS

## Education

KBC NORTH  
MAHARASHTRA  
UNIVERSITY  
BACHELOR OF  
TECHNOLOGY

## Professional Summary

Visionary individual with more than 10 years working as Senior executive for Automobile organization, as an entrepreneur and as Head of business development. Highly communicative and experienced in production planning and execution and overall business development with efficient team leadership. Strengths in strategic planning, efficiency and team building .

## Experience

### Head Of Business Development

INDO PUMP AND INDO SEALS PVT. LTD | NASHIK | Apr 2023 - Current

- Preparing presentation with back-up data for market trend analysis, product market matrix and present the same to CEO & MD for preparation of business plan.
- Prepare presentation for sales promotion measures, manpower hiring, training, dealer/distributor's appointments which will help in achieving the targets defined in business plan.
- Set Sales & Marketing budget for One Time & Recurring Expenses in coordination with CEO, MD & Finance Department at the start of the year.
- Monitor & Measure production expenses against sanctioned budget.
- Ensure timely updating of product's catalogue. Ensure the effectiveness of all sales promotion initiatives carried out by subordinates.
- Organize meetings on a regular basis whereby the strategy and promotion programme are reviewed.
- Website development, Catalogs, Advertisement, Promotional material for marketing, exhibition, activity, digital marketing post, ERP development & implementation.
- Maintain relations with customers by Customer nurturing programme by Digital marketing through Social Media and softwares.

- Identify the Zone where Distributor / Dealer to be appointed and search for suitable firm to appoint.
- Appointment, Induction & Agreement with finalized new Distributor / Dealer. Appointed Distributors / Dealers coordination and review.
- Ensure the effectiveness of operations & Business Growth of Distributors / Dealers.
- Launching of various Schemes / Incentives for Distributors / Dealers for Sales Promotions.
- Promote Export Business by identifying leads, conversion to orders, Execution of order including ensuring timely production & dispatch and documentations till Recovery of payment.
- Promote OEM Business by identifying leads, conversion to orders, Execution of order including ensuring timely production & dispatch and documentations till Recovery of payment.
- Promote Private Industries Business by identifying leads, conversion to orders, Execution of order including ensuring timely production & dispatch and documentations till Recovery of payment.
- Identify the various Certifications and Vendor Registrations required to support growth in Sales. Identify the procedures and agents for getting the Certifications & Vendor Registrations. Coordination with them and getting the procedures completed till receipt of Certificates and Vendor Registrations.
- Identifying training needs of team members (behavior and technical)
- Developing the team through motivation, counselling, skills development, product knowledge development, communication, personality etc.
- Delegate appropriate responsibilities to team members. Coordinating with HR and directors for performance appraisal of subordinates by suggesting performance based variable incentive schemes if any.
- Setting up and assessing targets of team members at regular intervals (monthly/quarterly/half yearly/annually) Submission of MIS on timely basis.
- Review MIS submitted by his subordinates and update all escalations to management on timely basis.

### **MANAGEMENT REPRESENTATIVE**

INDO PUMP AND INDO SEALS PVT LTD | NASHIK, INDIA | Feb 2021 - Jul 2023

- Inspected products and services to comply with quality standards.
- Met schedule using excellent planning and coordination skills.
- Promoted safe working environment by implementing regulatory standards, policies and guidelines.
- Troubleshoot problems and diagnosed system faults.
- Explored and created new ways to resolve problems with processes, technology or team members to improve overall efficiency.
- Developed team communications and information for meetings.

- Prepared range of written communications, documents and reports.
- Organized and conducted all the meetings in the absence of Managing Director.
- Conducted timely ISO internal audits and coordinated in eliminating all NCs.

### **Manager- Production Planning And Control**

INDO PUMP AND INDO SEALS PVT LTD | NASHIK | Jul 2021 - Mar 2023

- Coordinated production workflow for one or multiple products.
- Planned and prioritized operations to ensure maximum performance and minimum delay.
- Determined manpower, equipment and raw materials needed to cover production demand.
- Assigned workers and other staff to particular production operations.
- Scheduled shift according to production needs.
- Monitored jobs to ensure they will finish on time and within budget.
- Addressed issues when they arise aiming for minimum disruption.
- Obtained output information (number of finished products, percentage of defectives etc.)
- Prepared and submitted status and performance reports.
- Kept paperwork updated and organized as per ISO 9001-2015.

### **Proprietor**

INAMDAR BROTHERS TRADING COMPANY NASHIK | Nashik | Jan 2019 - Jan 2021

- Trading of exotic vegetables and domestic vegetables
- Responsibility & Activity: - Buying of products from farmers and selling it at
- APMC.

### **SENIOR EXECUTIVE**

HONDA MOTORCYCLES AND SCOOTERS INDIA PRIVATE LIMITED | BANGALORE |  
Jul 2012 - Sep 2018

- Working experience on Production, QA, Paint LAB, frame assembly
- Responsibility & Activity: - (Report to Management)
- Production: -
- Entirely responsible for achieving Paint Shop Production targets
- Ensured that all production materials were available and communicated to procurement department when needed
- Co-ordinate with purchase department to stock material ordering & fabrication accessories
- Monitoring project progress with the department and training junior staff members
- Developing and implementing process methods & its controls to improve cost saving, Delivery & Quality
- Implement production procedure and quality control systems & analyzing production, maintenance and other operational reports, to detect production problems & take Corrective action
- Ensure the availability of machine equipment, tool and utility in perfect condition and look after that the repair work / maintenance attended timely

- LEADERSHIP TEAM WORK PROBLEM SOLVING WRITING SKILLS
- MANAGEMENT SKILLS WORK ETHICS
- TEAM BUILDING without much loss of down time
- Identify new technological needs of process and implement new technologies for the production to reduce cost and save time & inform to Management
- Acting on constructive feedback given by management staff improve performance
- Fill up paint shop Log book & WPQ
- Production Documentations: -
- All ISO 9001 :2008 Documents
- Paint booth log book
- Paint mixing record
- DPR sheet and defect analysis sheet
- Production Plan Monthly, Weekly & Daily
- QA: -
- Maintain quality management system throughout Organization
- Training to Personal
- Prepare, update & maintained Painter qualification records
- Reviewed in process inspection
- Conduct internal audit & MRM
- Painting Inspection
- Data analysis for QA objectives & to raise the corrective action if required.

## PROJECT TRAINEE

MAHINDRA & MAHINDRA LIMITED | May 2011 - Jul 2011

## Languages





ENGLISH HINDI MARATHI KANNADA

## Certifications

- ISO 9001 INTERNAL AUDITOR

## Languages

Hindi: First Language

English:	C1	Hindi:	C1
			
Advanced		Advanced	
Marathi:	B2	GUJRATI:	A2
			
Upper Intermediate		Elementary	