

To: HR

Position Desired: Sales Co-ordinator

Dear Sir / Madam;

I, Aakanksha Amit Rane, for the past Thirteen (13) years worked in different industries, would like to offer myself for the above position. I believe that my exposure had developed and molded me to become more effective in managing the day to day operation to achieve the company goals and targets.

Aakanksha Amit Rane: E-mail: sawantshraddha1992@gmail.com Contact # (+91) 8425988848

8, B/9, P&T Staff Colony, Pandit Madan Mohan Malviya Road, Near MTNL, Mulund (W.), Mumbai-400080.

Objective:

To work in highly esteemed organization, with highly demanding atmosphere and gain experience in same, which would be valuable assets to the organization and lead me to success.

Strength

Will Power to Learn, Adaptability, Patience, Hard Working and Team Player

Experience

- ⇒ **Arabian Petroleum Limited (Mulund, Mumbai) Jun 2022 to Till dated**
Designation: Sales Coordinator

Job Profile

- Handling Enquiries
- Co-ordinate With Technical Team For Support
- Prepare Quotations in Tally and Focus ERP
- Tracking Status Of Quotations
- Update Quotations Report on Daily Basis
- Co-ordinate With Customers for his exact requirement
- E-mail With Various Clients
- Doing Vendor Registration Process
- Co-ordinate With Sales And Back Office Team
- Co-ordinate With Production and Dispatch Team

- ⇒ **Krishgen Biosystems Pvt. Ltd. (Worli, Mumbai) Aug 2021 to June 2022**
Designation: Sales Coordinator

Job Profile

- Handling Enquiries
- Co-ordinate With Application Team For Support
- Prepare Quotations
- Follow Up Of Quotations
- Update Status in E-krishgen
- Co-ordinate With Sales And Back Office Team
- Prepare Pro-forma Invoices
- Follow Up For Orders And Payment
- Processing Purchase Orders
- Emailing For Products Availability and Expiry To Principal Companies
- Tracking of Orders
- E-Mail With Various Distributors And Office Team
- Emailing Order Status On Weekly Basis
- Follow Up For Dispatch
- Maintain Data in MIS

⇒ **Bharat Floorings & Tiles Pvt. Ltd. (Fort, Mumbai) Oct 2017 to Mar 2021**

Designation: Back Office Sales Coordinator

Job Profile

- Update Daily Sales Task in Sales Force On Daily Basis
- Coordinate With Sales Team
- Making PJP (Pre Journey Plan) in Sales Force
- Create New Customers in Sales Force
- Update Weekly Basis Status of Sites in Sales Force
- Verified Order Received Data of Sales Force
- Maintain Dispatch Report in Sales Force
- E-Mail With Various Clients
- Handling Indiamart, Website, Social Media, E-mail Inquiries and allocated to Zonal Sales Executive.
- Find New Architects Data From Google and Architect Directory
- Call & Verified Data of Domestic and International
- Keeping Proper Follow Up Of Customers
- Handling Sales Related Issues
- Prepared MRM (Monthly Review MIS) Dashboard

⇒ **Fortuna Hygiene LLP (Ghatkopar, Mumbai) Dec 2016 to Oct 2017**

Designation: Back Office Sales Coordinator

Job Profile

- Maintain DSR (Daily Sales Report) In MIS On Daily Basis
- Coordinate With Sales Team
- Preparation Of Quotation According To The Sales Team Requirement
- E-Mail With Various Clients
- Prepared Pro-forma Invoice
- Work Orders Maintain In MIS
- Maintain The Attendance Records Of The Sales Employees At The Branch Office And Field Officers
- New Data Find From Google
- Lead Generation
- Keeping Proper Follow Up Of Customers
- Handling Sales Related Issues
- Follow Up For Payment
- Prepared MRM (Monthly Review MIS) Dashboard

⇒ **Sainath Screen O Graph (Bhandup, Mumbai) Mar 2015 to Nov 2016**

Designation: Back Office Executive

Job Profile

- Maintain Daily Accounts of Company In MIS
- Preparation Of Quotation According The Client Requirement
- E-Mail With Various Clients
- Prepared Pro-forma Invoice
- Orders Maintain In MIS
- Maintain The Attendance Records Of The All Employees

⇒ **Zicom Electronic Security System (Goregaon, Mumbai) Mar 2013 to Mar 2015**

Designation: Back Office Sales Coordinator

Job Profile

- Maintain DSR (Daily Sales Report) In MIS On Daily Basis
- Coordinate With Sales Team
- Prepared Agreement
- Preparation Of Quotation According To The Sales Team Requirement
- E-Mail With Various Clients
- Prepared Pro-forma Invoice
- Work Orders Maintain In MIS

- Work Orders Login In Oracle
- Maintain The Attendance Records Of The Sales Employees At The Branch Office And Field Officers
- Keeping Proper Follow Up Of Customers
- Handling Sales Related Issues
- Prepared MRM (Monthly Review MIS) Dashboard

⇒ **Country Club India Ltd (Andheri, Mumbai) Apr 2011 to Mar 2013**
Designation: Team Leader

Job Profile

- Handling And Managing The Team
- Train Guide And Motivate To Tele-caller Executive
- Make The Team To Perform And Attain Their Target
- Follow-Up With Clients, Interaction With Clients, Handling Customer Enquiries
- Follow-Up With Contacted Clients On Phone Or By Sending E-Mail
- Maintain The Daily Calling Report In MIS
- Maintain Regular Touch With The Existing Clients
- Achieving The Targets On Time

⇒ **Panoramic Group Of Companies (Thane, Thane) Dec 2010 to Mar 2011**
Designation: Tele Caller Executive

• **Job Profile**

- Calling Customers
- Fixing The Right Time For Appointment
- Achieving The Targets On Time

⇒ **Sterling Holidays (Thane, Thane) From Jul 2010 to Nov 2010**
Designation: Tele Caller Executive

• **Job Profile**

- Calling Customers
- Fixing The Right Time For Appointment
- Achieving The Targets On Time

⇒ **Country Vacation A Division Of CCIL (Vikhroli, Mumbai) From Dec 2009 – Jun 2010**
Designation: Tele Caller Executive

• **Job Profile**

- Calling Customers
- Fixing The Right Time For Appointment
- Achieving The Targets On Time

▪ **Personal Details:**

Date of Birth	:	2 nd July 1992
Marital Status	:	Married
Educational Qualification	:	S. S. C.
Additional Qualification	:	MS Office
Languages Known	:	English, Hindi & Marathi
Hobbies	:	Travelling, Listening Music, Playing Cricket

Warm Regards,

Aakanksha Amit Rane