

# Swapnali Shingote

## Sales Engineer

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Regency Sarvam , Flat No:-  
1708,17 th floor, Building No  
32,Manda,Titwala, Maharashtra  
- 421605

### EDUCATION

**MGM'S COLLEGE OF  
ENGINEERING AND TECHNOLOGY**  
*Navi Mumbai, Maharashtra*

*Bachelor of Engineering (B.E) in  
Mechanical Engineering (Jun 2018)*

**S.S.V.P.S's COLLEGE OF  
ENGINEERING**  
*Dhule, Maharashtra*

*Diploma in Mechanical  
Engineering (June 2014)*

**SRI. MAHALAXMI VIDYALAYA**  
*Pune, Maharashtra*

*S.S.C (Mar 2011)*

Sales engineer with 2.5+ years of experience in Sales & Marketing for Estimation, Sales orders, Customer evaluation, Testing, Inspection, Documentation, Dispatching and Logistics etc. Eager to be a part of your team and contribute to the organization's success with prior knowledge and experience while simultaneously learning something new.

### WORK EXPERIENCE

#### SALES ENGINEER

**IRD Mechanalysis Limited Pvt. Ltd.,**  
**Bhiwandi, Maharashtra**

**February 2019 - Present**

#### Work Responsibilities:

- Expediting of complete material project from the pre ordering stage to the material delivery at site.
- Search, Prepare and Submit (Online or Physical) Tenders based on enquiries.
- To Register our Organization with Various Companies.
- Co-ordination with Purchase and Production team for progress reports, material readiness and testing of material, prepare dispatch documents.
- Prepare QAP, Drawings and datasheet as per customer requirements.
- Prepare invoice/ challans, packages for all outward/inward supply and maintaining a record of the same.
- Review the weekly & monthly progress alongwith the sales team.
- Compile information, such as production rates and progress, materials inventories, materials used, or client's information, so that status reports can be completed.
- Confer with establishment personnel and client to coordinate production or shipping activities and to resolve complaints or eliminate delays.
- Responsible for getting the right products in the right quantities, to the right locations all at the right time.
- Responsible for the dispatching, routing and tracking of delivery vehicles.
- Ensuring company compliance of all transport policies, legislation and policies.

# CERTIFICATIONS

- AutoCAD
- CATIA
- Pro-E

# CURRICULUM

Worked as  
an Intern for 18 days in "**Central  
Railway Loco Workshop**" on Diesel  
Locomotive & Workshop Activities.

## EDUCATION DETAILS:

COURSE	PASSING YEAR	COLLEGE NAME	BOARD/ UNIVERSITY	CGPA OR %
BE (Mechanical)	2018	MGM'S COLLEGE OF ENGINEERING AND TECHNOLOGY	Mumbai University	61.13%
Diploma (Mechanical)	2014	S.S.V.P.S's COLLEGE OF ENGINEERING	Maharashtra State Board Technical Education	73.49%
SSC	2011	SRI. MAHALAXMI VIDYALAYA	Maharashtra State Board	84.55%