## Sangeeta Vyas

**702 B Wing,**

**Shree Chamunda Harmony,**

**Sector 18 Kamothe ,**

**Navi Mumbai**

**M:** **8692938866**

**Email:sangeetavyas38@gmail.com**

**Objective:**

To promote the goodwill of the company for better output through a disciplined, organized and progressive ways with my sincere hard work and utmost endeavors in the task entrusted to me.

**Work Experience:**

**1. Astha Infra Engg (India) Pvt.Ltd.**

Working with M/s. Astha Infra Engg (India) Pvt. Ltd. Manufacturer, design and supply of world class hydraulic and engineering equipment’s as an **Inside Sales from** 10/12/2018 to till date.

**1. Kitten Enterprises Pvt.Ltd.**

Working with M/s. Kitten Enterprises Pvt. Ltd. Manufacturer & Trader of various Healthcare, Hospital, Pharmacy, Food & Beverages, Industrial Tubing, products as an **Inside Sales** from 05/12/2011 to 05/09/2018

## 2. International Coil Ltd. Navi Mumbai

Worked with **M/s. ICL** Manufacturing Company in Heat-transfer Systems & Projects, Refrigeration Projects, Broad Absorption Chillers, Power-generation & Cooling systems from Feb 2008 to Oct 2010 as **Sales Coordinator**

## 3. Laxmi Engineering Works.Mumbai

Worked with **M/s. Laxmi** Manufacturing Company in Air Flow Control, Centrifugal Blower & Ventilation Systems in Mumbai from June 2004 to August 2007 as **Internal sales Executive**

## 4. Universal Pollution Control India Pvt. Ltd.Mumbai

Worked with **M/s. Universal** Manufacturing Company in Air Flow Control, Centrifugal Blower & Ventilation Systems in Mumbai from March 2002 to May 2004 as **Internal sales Executive**

**JOB RESPONSIBILITIES :**

- Responsible for developing a strong relationship between the company and the customers.

- Represent organization in the exhibitions meet new business client and increase customer base.

- Source new sales opportunities through inbound lead follow up and outbound cold calls and emails.

- Diligent follow-ups with inbound leads supported by supported email communications.

- To recognize the potentials of a customer and accordingly chart out a deal to benefit both the customer and the organization equally.

- Making quotation, sales order, Proforma Invoice etc. in systems.

- To explain the pros and cons of the product to a customer and demonstrate the various functionalities of the product.

- Operate the CRM (Customer Relationship Management - SAP) systems and ensure authentic information is available with the company.

- To negotiate the terms of the sale and close the sale effectively with possibilities of the client coming back to the company.

**ACADEMIC QUALIFICATIONS**

* **D. F. M. -** I have completed Diploma Course in Financial Management in 2002 with 63 % marks from K.J.Somaiya Institute of Management Studies and Research Vidyavihar, Mumbai
* **B.Com Degree –** PassedB.Com Degree Examination in IInd class (52%) of Mumbai University in 2001 with special subjects of Export Marketing & Taxation.

**Computer Proficiency:**

Familiar with Ms-Office, Tally, Internet & SAP.

Personal Skills :

- Good Managing Skills

- Willingness to learn

- Ability to meet deadlines

- Excellent interpersonal skills

- Good team player

Hobbies :

- Listening music.

- Travelling

- Cooking

Languages Known: Hindi, English, and Gujarati

**Personal Details:**

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Date of Birth : 15th Nov, 1980.

Sex : Female

Marital Status : Married

**(Sangeeta Vyas)**