

# **Komal Ajit Chauhan**

## **Sales Coordinator**

**Address** : - Pune, Maharashtra - 412 105.

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**Contact No** : - (+91)-9978525577

### **Professional Summary**

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- Having 10 years of **sales coordination** experience in the areas of dutiful **Sales Operation**.
- Ability to maintain all the sales activities required for a **successful sales group**.
- Defines success by focusing on the tasks to **generate revenues** and working closely with customer services to **retain clients**.
- Excellent team player and ability to perform well under pressure.

### **Work Experience**

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#### **A. Inside Sales Representative: -**

Period: November 2019 – July 2024.

Company name: Raamaya Technologies

- Daily visiting procurement site and download new tender/bids
- Tender analysis and coordinating with Original Equipment Manufacturer
- Rigorously following up for documents and price
- Preparing documentation and tender submission
- Order/Contract execution by coordinating with distributor within the given timeline
- Arranging invoicing, delivery challan and dispatch related documents
- Maintaining customer relationship for further business opportunity
- Prepare & maintain customer data base
- Payments follow up
- Creating and summarizing weekly and monthly sales reports
- Distributor management
- Pro-actively working with sales team and customers for upcoming requirement and providing relevant data
- Maintain relation with customer

**B. Sales Coordinator: -**

Period: July 2018 - August 2019

Company name: Cosmos Impex India Pvt. Ltd.

- Prepared quotation/offers for the customer
- Following for orders/contracts with customer
- Orders/contracts management
- Register an order on ERP system
- Maintain customer data base
- Preparation of sales report on monthly basis
- Coordinating with production team, quality control team, Accounts team and Logistics team and ensure smooth sales cycle.
- Regular payments follow up
- Scheduling meeting of salespeople with customer
- Attended Exhibition

**C. Sales Coordinator: -**

Period: August 2017 - June 2018

Company Name: Techno Electromech Pvt. Ltd.

- Contract/order management
- Registered all sales related data on ERP system
- Sales forecasting
- Intimating purchase team for upcoming orders
- Prepared product wise sales summary
- Prepared invoicing and challan
- Coordination with logistics team
- Prepared quotation/offers and negotiation

**D. Sales Coordinator: -**

Period: January 2013 - June 2017.

Company Name: Masturlal Fabrichem Pvt. Ltd.

- Identify customer's exact requirement and submit the quotation
- Follow ups for purchase order/contract and ensure its smooth execution
- Order/contract amendment activities
- Sample approval activities
- Maintain customer data base
- Prepared sales data
- C Form and payments follow up
- Scheduled salespeople meeting with customer
- Sales supporting activities
- Invoicing and dispatch follow up with internal team

## **EDUCATIONAL QUALIFICATIONS**

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<b>Exam/Degree</b>	<b>Board/University</b>	<b>Year of Passing</b>	<b>Stream/Main Subjects</b>	<b>Percentage</b>
M.B.A.	Gujarat Technological University	2012	Finance	72%
B.B.A	Sardar Patel University	2010	Advanced financial Management and Marketing Management	62.14%
H.S.C.	G.H.S.E.B	2007	Commerce	77.29%
S.S.C	G.S.E.B	2005	-	69.86%

## **STRENGTHS**

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- Adaptability
- Enthusiasm
- Discipline
- Patience
- Determination
- Dedication

## **COMPUTER KNOWLEDGE**

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- ERP System
- MS office

## **NOTICE PERIOD**

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15 days Or Less

## **PERSONAL DETAILS**

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**Date of Birth** : 27<sup>th</sup> May 1990

**Marital Status** : Married

**Languages Known** : English, Hindi, and Gujarati.

**Family members:**

**Husband** : Ajit Chauhan (Manager IT Engineer at Mastercard)

**Daughter** : Shanaya Chauhan (3.5 years old)