

## **KOMAL AJIT CHAUHAN**

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### **PROFESSIONAL SUMMARY:-**

Highly skilled Sales Coordinator with 10 years of experience in the manufacturing and B2B sectors, specializing in sales support, process optimization, and government contract bidding. Expertise in managing end-to-end sales operations, including order processing, customer relationship management, and coordinating with cross-functional teams to ensure smooth product delivery. Proven track record in securing government contracts through effective bidding strategies, compliance with procurement regulations, and timely submission of proposals. Strong communicator with a deep understanding of client needs and a commitment to driving revenue growth, maintaining customer satisfaction, and fostering long-term business relationships.

### **EDUCATIONAL QUALIFICATIONS:-**

MBA – Year 2012 - Marketing & Finance – Gujarat Technological University, Gandhinagar.

BBA – Year 2010 - Marketing & Finance – Sardar Patel University, Anand.

### **KEY SKILLS:-**

- Customer need analysis
- Pre sales activity
- Pricing & Quotation Management
- Sales Order Management
- Bidding & Tendering (Govt. Contracts)
- Customer Relationship Management (CRM)
- Cross-Department Coordination
- Inventory & Supply Chain Coordination
- Sales Reporting & Data Analysis
- Contract Management
- Vendor & OEM Coordination
- Government Procurement Knowledge
- Logistics & Delivery Coordination
- Post-Sale Support
- Contract Negotiation & Closing
- Multitasking & Time Management
- Problem Solving & Issue Resolution
- Communication & Presentation Skills

### **TECHNICAL SKILLS:-**

- Advanced Excel
- Power BI
- CRM
- GeM Portal

## **STRENGTHS:-**

- Strong Organizational Skills
- Customer-Centric Mindset
- Problem-Solving & Conflict Resolution
- Government Tender Expertise
- Multi-Tasking & Time Management
- Adaptability to Changing Environments

## **WORK EXPERIENCE:-**

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

Period: November 2019 – July 2024.

Company name: Raamaya Technologies

- Regularly visit the GeM, Mahatender, GIL, Defense procurement portal to monitor new government procurement opportunities and identify relevant bids.
- Conduct thorough searches on the GeM portal to identify potential bidding opportunities aligned with the company's products and services.
- Preparing and submitting bids for government contracts, ensuring compliance with all regulations and requirements.
- Check the status of submitted bids, including updates on award decisions, clarifications required, or re-tenders.
- Prepare and maintain accurate records of bid documents, proposals, and government-related contracts.
- Track the evaluation process and follow up with government agencies if necessary to ensure the bid is reviewed and awarded on time.
- Stay updated on government procurement opportunities and market trends.
- Work with internal teams like technical, legal, finance to create compelling proposals that meet client needs.
- Regularly update internal teams on the status of bids submitted through GeM, including any changes in timelines or requirements.
- Identify suitable OEMs whose products meet the specifications required by the tender or bid.
- Initiate and communicate with OEMs to gather the necessary product information and price quotation, MAF that align with the tender requirements.
- Negotiate competitive pricing with OEMs to ensure the bid remains cost-effective while maintaining acceptable margins.

### **B. Sales Coordinator: -**

Period: July 2018 - August 2019

Company name: Cosmos Impex India Pvt. Ltd.

- Prepare and send quotes to customers based on their requirements, ensuring that pricing is competitive and aligned with company guidelines.
- Collaborate with the sales manager to determine and apply any discounts, special offers.
- Receive and process sales orders from customers, ensuring accurate product details, quantities, and pricing.
- Monitor the status of orders to ensure timely processing, shipment, and delivery to customers.
- Coordinate with the logistics team to schedule deliveries and ensure that products reach customers on time.

- Provide post-sale support, including assisting with returns, complaints, and product inquiries.
- Work closely with production teams to communicate customer demand and help schedule manufacturing to meet sales targets.
- Coordinate with production, logistics, finance, and procurement teams to ensure seamless order fulfillment.
- Ensure all sales-related documents, including contracts, invoices, and delivery receipts, are properly maintained and easily accessible.
- Assist with coordinating and preparing for exhibitions & and other promotional events.

**C. Sales Coordinator: -**

Period: August 2017 - June 2018

Company Name: Techno Electromech Pvt. Ltd.

- Create and send price quotes to customers based on their needs, ensuring the prices are competitive and follow company rules.
- Following for order with customer to get the orders.
- Keep track of orders to ensure they are processed and delivered on time.
- Worked with the logistics team to schedule deliveries and ensure products arrive to customers as promised.
- Maintain sales record in ERP system.
- Provide help after the sale by assisting with returns, handling complaints, and answering product-related questions.
- Ensure all sales documents like contracts, invoices, delivery receipts are well-organized and easy to access.

**D. Sales Coordinator: -**

Period: January 2013 - June 2017.

Company Name: Masturlal Fabrichem Pvt. Ltd

- Handle customer inquiries and clarify product requirements.
- Prepare and send accurate quotes based on customer needs.
- Confirm the order with the customer and send an official order acknowledgment.
- Ensure all details (pricing, delivery, and specifications) are accurate.
- Enter order details into the system and communicate with the production team for scheduling.
- Arrange shipping and ensure products are delivered on time.
- Keep customers updated on shipment progress.
- Follow up with customers for timely payments as per agreed terms.
- Address customer issues or complaints after the sale.
- Maintain records of orders, payments, and communication.
- Work with production, logistics, and finance teams to ensure smooth order fulfillment and payment collection.
- Confirm payments and ensure the finance team updates records.

**NOTICE PERIOD:-**

15 days or less