

ANOOPA PATEL

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Add : At Moraiya, Ahmedabad 382213.

CAREER OBJECTIVE

To be associate in progressive and innovative work environment that will fully utilize my current skill with opportunities for advancement.

Experience: **Total Work Experience 8.2 years.**

➤ **Shailja Luxusprodukt Pvt. Ltd. – Metoda, Changodar Ahmedabad**

Sales Executive -

Key Responsibilities Handled:

Inside Sales -

- Receiving of lead from various sources locked into Inquiry reference book generate the unique lead no.
- Send introductory message which includes Profile/Facilities video/invites to factory/showroom visit.
- Before client visit follow-up for technical data/drawings.
- Maintain index book/Calendar Book/Daily follow-up sheets
- To be done client visit.
- Submit the Elevation for approval
- After client visit submit the quote.
- Scheduled site survey.
- Sent Drawings, Sill details, Proforma Invoice.
- Quote follow-up up to the lead closer stage.
- Reports – @Key Architect, @Prospect, @live, @Overall lead.
- Lead Analysis Report, Quote Analysis Report.
- Conversion @ Submitted Quote.
- Thanking mail @ order confirmed, includes CRM details.
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CRM -

- Book the Order for post order process.
- Process Order form for Preliminary.
- Send revised quote up to production stage.
- Order tracking details process.
- Process final Order form before Pre-production process.
- Pos order additional requirement Quote send & Follow-up and do process after OC.

➤ Endeavour instruments Pvt. Ltd. – Changodar Ahmedabad

Sales & Marketing Executive -

Key Responsibilities Handled:

- Sales and Marketing, Email Marketing, Lead Generation, Client Follow-up
 - Do Outstanding Payment follow-up.
 - Do Technical Data sheet preparation of corporate client with the help of technical person along with the commercial offer the breakup.
 - Meeting with client as and when require.
 - Follow-up all pending and running inquires.
 - Auction – Reverse / forward.
 - Monthly Presentation in sales meeting.
 - Coordinator with clients and according to their requirements.
 - Prepare quotation and send to client by mail or by WhatsApp.
 - Prepare sales order, proforma invoice, Order confirmation for clients in tally or in Excel.
 - Prepare sales reports – monthly sales, Prospect order, cash flow, Outstanding payment, expected payment of outstanding, expected payment of against advance order, etc.
 - Prepare inquiry report – pending inquires for quotation submission, total live inquiry, inquiry source, inquiry Territory vise etc.
- received weakly inquiry Report with different variegation, received weakly purchase order, monthly Target achievement sales, etc.

➤ Kitten Enterprises Pvt. Ltd. – West Gate Ahmedabad

Business Development - Sales & Marketing

Responsibilities Handled:

- Email Marketing (Export / Domestic)
- Lead generation.
- Quotation preparation
- Answering questions about products or services offered by a company to potential customers Coordinate with client by Call & E-mails also WhatsApp.
- Follow-up @ Inquiry/Quotation
- Payment follow-up with clients
- Backend support, record-keeping, deadlines.
- Communicating with customers about order status and shipping details as required
- File management.

➤ Hi-Flex Hydraulics Pvt. Ltd. – Moraiya Ahmedabad

For Inside Sale Co-ordinator

Key Responsibilities Handled:

- Auditing Sales Invoice/Challan month wise.
- Checking E-mails.
- Coordinates with party by E-Mail or Telephonic.
- Making Quotation.
- Proforma invoice generation.
- Prepare sales invoice and challan
- File management.
- Generating E-WAY bill.
- Generating test certificate about item.(goods).
- Collect all Transport LR & send Dispatch detail to party and maintain record.
- Checking all bills with the GST day by day and month wise.

Skills:-

- Strong writing and communicative skills and Strong knowledge of computers.
- Good leadership skills and excellent organizational skills.
- Excellent analytical skills and Good problem solving skills.

Personal Traits

- Hard working and able to work under pressure.
- Responsible and reliable and multi tasking.
- Excellent team player with good communication skills.
- Flexible with excellent co-ordination and presentation skills.

Academic Qualification: -

- BE in computer science and engineering from RGPV University Bhopal (MP).
- Polytechnic diploma in Computer science & Engineering trade from RGPV University Bhopal (MP).
- Completed 12th Std. from M.P Board.
- Completed 10th Std. from M.P Board
- Vocational training from Jetking

Computer skills:-

- Software – SAP, Tally, Expert by Doshi Software
- Basic (MS-Word, MS-PowerPoint), Good Knowledge of Excel.
- Internet use.

Personal Details:-

- Date of birth: 03.03.1995
- Languages known: English, Hindi
- strength: positive attitude and flexible myself easily in any atmosphere for job
- Husband Name: Mr. Sanjay Patel .
- Marital Status-married

Hereby declare that all the above information regarding me is true and authentic to best of my knowledge and belief.

Date: Anoop Patel

Place : Ahmedabad.