

# Cover Letter

To,

Dear Sir/Madam,

With reference to the subject matter please accept the attached resume as an application for the vacant position in your Sales and marketing Department. I am very enthusiastic about the suitable position that may be available with your organization.

I believe that a combination of my industrial experience & educational qualifications would serve your company well in this position.

On a more general level, I have the broad skills you can have confidence in with a candidate that will stand for your company.

I hope with respect to my interests and character are intriguing enough to guarantee a chance for the interview, as I am confident that I can provide value for you and your customers as a member of your team.

Sincerely,

Harshil Mistry.

B. E. Electrical Engineer.

M – 9687046040 / 9979977649.

Email – [harshilm87@gmail.com](mailto:harshilm87@gmail.com)

## **HARSHIL MISTRY (B.E. ELECTRICAL)**

**Mobile** : 9687046040 / 9979977649.  
**Email** : harshilm87@gmail.com  
**LinkedIn** : <https://www.linkedin.com/in/harshil-mistry-a8240846>

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### **PROFESSIONAL PROFILE:**

#### **(Asst. General Manager – Sales & Marketing with having 16+ years of Transformers & Power Products Experience)**

Project Management / Project Handling & Execution / Technical Sales & Marketing / Tendering & Offering / Business Development / Costing & Estimation Transformer & Projects.

**INDUSTRIES SERVED:** Power & EPC Projects / State Electricity Transmission Boards / Heavy Engineering & High Forging / Automobile / Steel / Oil & Gas / Wind & Solar Renewable Projects etc.

### **EXPERIENCE /JOB PROFILE &JOB RESPONSIBILITIES:**

- Liaise with customers and internal departments to ensure a high level of effective communication & support throughout the project lifecycle for smooth running of project to target dates.
  - Develop a sales contact plan direct marketing and attending industries events to build relationships with key prospects.
  - Responsible for independent handling all regions' activities start from enquiries generation up to payment collection and closing project.
  - Estimation & Costing of Power and Distribution Transformer as per customer requirements.
  - Work on tender costing (price), tender price bidding & E-Tender.
  - Co-ordination with vendor for quotation / negotiations and finalization as well as internal F&A commercial.
  - Prepare Guaranteed Technical Particulars (GTP) & BOQ for Transformers.
  - Prepare techno-commercial offer of Power & Distribution transformers with regards to customer's enquiry.
  - State Electricity Boards Govt. Body for Project handling & execution approval.
  - Responsible for independently handle GETCO Project & daily liaising activities for execution work.
  - Payment collection & bill preparation for all supplied material within time Prepare guarantee technical particulars of power transformers with good accuracy.
  - Support to execution department for the execution of power transformer testing & inspectors handling.
  - Work on SAP & ERP system for keeping the records & operation.
  - New Client Generation or New Client Acquisition.
  - Responsible for completing sales cycle (lead Generation, Meetings/visits, Demo, Offer submission, Negotiation, Payment Terms & Payment Clearance & Closing)
  - Tendering Preparation, offer submission back-office support.
  - Market segmentation for understanding the opportunities and then targeting them & understanding the customer/ prospect requirement.
  - Meeting the corporate personnel as the prospect and during prospecting steering the case through Technical and commercial discussion.
  - Forecasting with Sales Director & also coordinating with Service, Production, Logistic, sales Team Member.
  - Handling team for project Planning, execution, and sales target.
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### **WORK EXPERIENCE & EMPLOYMENTS DETAILS:**

**Voltamp Transformers Limited. Vadodara, Gujarat, India.**

**Jan -2026 to Present**

**Working As a Asst. General Manager – (Offer - Marketing)**

- Work on tenders costing (Techno-Commercials) tender price bidding, E-Tenders & RA.
- Co-ordination with internal as well vendors for Offer quotations.

- Prepare techno-commercial offer For Power transformers with regards to customer's enquiry.
- Support our all-regional marketing branch offices by providing techno-commercial offers.

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**ATLANTA ELECTRICALS LIMITED.**

**July-2018 to Dec-2025**

**Sr. Manager Marketing – Transformers (Regional Head - WEST)**

- Handling Gujarat Industrial /Corporate/ Utilities clients for business developments, marketing & Execution.
- Liaise with customers and internal departments to ensure a high level of effective communication & support throughout the project lifecycle for smooth running of project to target dates.
- Payment collection as per monthly given collection plan, for managing TRC & SRN collection after receipt of material at site.
- Providing advance monthly payment collection plan to achieve the company targeted fund cycle.
- Working as a team leader and handing crew for all planning and executing Orders in time.
- Planning and arrangements for ready material for testing and inspection with proper plan for inspector arrangements up to MOM prepared.
- Attend Project Progress review meetings and feedback to managements to achieve targets.
- Visiting New Customers, new territories, and new applications to increase sales and expand the market.
- Develop a sales contact plan direct marketing and attending industries events to build relationships with key prospects.

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**Transformers & Rectifiers (India) Ltd. Ahmedabad.**

**July-2016 to June-2018**

**Asst. Manager Marketing & Sales.**

- State Electricity Boards Govt. Body for tender execution and approval.
- Responsible for independently handling GETCO for all tender planning and execution & daily basic meet GETCO people for this execution.
- Payment collection & bill preparation for all supplied material within time.
- Organize and supervise customer Factory Acceptance Tests.
- Tender Bidding processes of ongoing tender including bank guarantee, drawing approval & supplier support at all customer and utilities.
- Providing advance monthly payment collection plan to achieve the company target in time.
- Working as a team leader and handing in crew for all planning and executing tender in time.
- Planning and arrangements for ready material for testing and inspection with proper plan for inspector arrangements up to dispatch the material.

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**Arihant Elsys Pvt, Ltd.**

**May-2015 to June – 2016**

**Sr. Sales Engineer (West Region)**

- Correspondence with client for Techno-commercial matter.
- Develop a sales contact plan direct marketing and attending industries events to build relationships with key prospects.
- As per the order terms and conditions mentioned, do the contract & agreements documents & liaise with execution teams relating to contract compliances.
- Work for specified business sectors to generate effective leads & exceed sales targets for business.
- Enquiry Generation through Customer visits, and direct interacting with Industry personnel.
- Payments & C Form collection / responding to customers' complaints Preparation of Monthly Sales, Travel & Collection Plan and ensuring the implementation of the same.
- Establishing and keeping a good relationship with the customer, machine manufacturer etc.

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**Voltamp Transformers Limited. Vadodara, Gujarat, India.**

**June - 2011 to May – 2015**

**Marketing Engineer (Cost - Estimation)**

- Estimation & Costing (price) of Power and Distribution Transformer with subject requirements.
- Work on tender costing (price), tender price bidding & E-Tender.

- Work on utility tenders, Collection of TRC, SRN & C form.
- Maintain record of given offer for enquiry and enquiry converted in order record.
- Co-ordination with vendor for quotation & negotiations.
- Prepare Guaranteed Technical Particulars (GTP).
- Prepare techno-commercial offer of Power & Distribution transformers with regards to customer's enquiry.
- Support our all-regional marketing branches offices by providing techno-commercial offers of power & Distribution transformers to expand our business.
- Prepare guarantee technical particulars of power transformers with good accuracy.
- Support the execution department for the execution of power transformers.
- Work on ERP system for keeping the records of offers and enquiries of power transformers.

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**Akshar Electric Panel Boards Pvt, Limited. (Engineer)**

**Dec 2010 – May 2011**

- Prepare mechanical and electrical design of ACDB, MCC, RTCC type panels.
- Design single line diagram and components arrangements drawing for panels manufacturing.
- Handle the whole crew with good relationship for errorless manufacturing process of panels.
- Became day to day production planning and send production report.
- Complete Prepared jobs dispatch planning and arrangements.

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**PROFESSIONAL & ACADEMIC DETAILS:**

- Bachelor of Electrical Engineering Regular/ full time program completed with 2<sup>nd</sup> Class from in the **year of 2010 from GOVT. ENGINEERING COLLEGE. DAHOD. GUJARAT UNIVERSITY.**
- High School Completed in the **year 2005 from ZENITH HIGH SCHOOL. VADODARA, GUJARAT BOARD.**

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**COMPUTER KNOWLEDGE:**

**Microsoft Office  
Software Skills**

: Word, Excel, Power Point, Outlook, MS Office Tools & Google sheets.  
: SAP, LN6, ERP System, AUTO-CAD (2D & 3D).

<b><u>STRENGTHS:</u></b>	<b><u>AREAS OF INTERESTS:</u></b>
▪ Self-Motivated & Self-starter.	▪ Cost-Estimation/Techno commercial.
▪ Confidence & Patient.	▪ Project Management
▪ Quick learner & Smart worker	▪ Project Execution & Planning
▪ Good Communication Skill	▪ Tendering & Business Development
▪ Good Listener.	▪ Project Industrial Sales & Marketing.

<b>PERSONAL DETAIL:</b>	
<b>Date of birth</b>	1 <sup>st</sup> June, 1987
<b>Gender</b>	Male (Married).
<b>Nationality</b>	Indian.
<b>Languages Known</b>	Gujarati, English, Hindi.
<b>Passport No.</b>	W7616885
<b>Permanent Address</b>	B-02, Nilamber Orians, Sunpharma road. Vadodara – 390 012. Gujarat, INDIA.

<b><u>DECLARATION:</u></b>
I hereby declare that the information given above is true to the best of my knowledge and agree for my personal data, included in my job application, to be processed in line with the needs of recruitment.
<b>HARSHIL MISTRY</b>