**Khyati Ketan Sejpal Kanabar**

1403, Mangalmurti Apartment,

Khambhal pada, Near Model College,

Thankurli (East).

**Mobile: 8329759547**

**Email: khyatikanabar1990@gmail.com**

**Career Summary**

Sales- Co ordination professional with more than 6 years’ experience in Logistics Industry: Customer Service, Sales/Business Development & Pricing. Result oriented & Team player with strong communication & persuasive skills.

**Core Competencies**

* Competent in developing and sustaining effective relationships with customers for increased business opportunities
* Pricing
* Vendor coordination
* Sales & Business Development
* Warehouse and fulfillment
* Proficiency in **MS Office**

**Experience**

**Organization:** HELLMANN WORLDWIDE LOGISTICS INDIA PVT.LTD.

**Location: Mumbai**.

**Duration:** APRIL ‘2018 – till Date.

Designation**:** ASST.MANAGER - AIR EXPORTS PRICING

• Develop pricing strategy, business plan and budget in line with corporate strategy.

• Monitoring pricing to ensure that the objectives are achieved.

• Co-ordination with overseas agent for AIR Export Quote and Queries.

• Customer service/operations.

• Supporting sales teams for any their query.

• Implementing, communicating and maintaining the healthcare logistics quality guidelines.

• Ensuring HWL healthcare quality KPIs met.

• GDP and ISO auditor for WESTERN REGION.

• Well versed with INCOTERM

**Organization:** Geeta Shipping and Clearing Services.

**Location: Mumbai**.

**Duration:** APRIL ‘2016 – APRIL ‘2018 Designation**:** Sales- coordinator

* Data Generation of potential customers.
* Making daily outbound calls to prospective clients.
* Prepares follow up on any sales quotations made for clients, negotiating terms with the client at a cost best suited for them. Submit revised propositions. If necessary.
* Responding to complaints from customers and provide satisfactory after-sales support to customer and resolution.
* Inform clients of unforeseen delays or problems which is beyond our control.
* Coordinating with overseas agent for AIR/SEA import and Export Quote and Queries.
* Work with other departments within the company to bring in additional help on creating sales presentations when needed.
* Sharing Sales leads with Overseas Agents.

**Organization:** Siddhartha Logistics Co. Pvt. Ltd. **Location: Mumbai**. **Duration:** APRIL **‘2011 –** JANUARY ‘**2016 Designation:** Business – Development – coordinator

* Warehouse Management
* Worked on New business vertical i.e. Free Trade and Warehousing Zone (FTWZ)
* Submit weekly and monthly Sales reports.
* Developed and sustained relationships with potential and existing clients by coordinating professional meetings, attending promotional events, providing effective administrative support with constant follow- up.
* Monitor shipments closely to guarantee on-time delivery.
* Finish all necessary customs documents and other paperwork.
* Preparation and submission of quotation. Interact with customers for nominations.

**Academic Qualification**

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| --- | --- | --- | --- |
| Year | Exam | **University / Board** | Percentage % |
| Pursuing Company Secretary Executive from ICSI (The Institute of Company Secretaries of India) | | | |
| 2010 -2011 | BFM (Specialized in Financial Markets) | University of Mumbai | First Class – 68% |
| 2007 -2008 | H S C | University of Mumbai | First Class – 68% |

# Personal Information

**Date of Birth :** 23rd Nov, 1990

## **Marital Status :** Married

**Languages Known :** Gujarati, English, Hindi, Marathi & Kutchi

**Interests :** Listening to Music, Cooking, Acting, Reading, Staying active on social media for generating sales leads.

**Khyati Ketan Sejpal Kanabar**