

RESUME

**SACHIN YADAV**

Address: House No-J/20, Rajdhani Vihar, Saddhu, Raipur (C.G.) - [492014](https://pincode.net.in/492014)

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**BRIEF SYNOPSIS:**

## 11 Years of experience in Marketing, Product – Structural Steel (Angle, Channel & Beam) & Ferro Alloys (Ferro

**Manganse, Silico Manganese).**

* **2 Years & 6 Months of** experience as **Marketing Staff, Product – Recurring Deposit, Fix Deposit.**
* Quick learner, Team Player, Punctual, Smart Working & Self-confident. I can work hard to achieve my goals on time.
* Good practical knowledge in **SAP, Ms-Excel, Ms-Word**, **Ms-Outlook, MIS, DTP.**

**OBJECTIVE:**

* To Streamline work style and to strive towards continuous improvement in all aspects of work, to

ensure maximum efficiency and value to the organization, which would enable me to grow professionally.

## CURRENT JOB PROFILE:

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| **COMPANY** | **DURATION** | **DESIGNATION** | **LOCATION** |
| Hira Power & Steels Ltd. | Sep 2017-Till Date | Commercial Assistant (Marketing) | Raipur, C.G |
| **Hira Power & Steels Ltd.** Hira Power & Steels Limited is a primary company under the banner of HIRA GROUP. The company becomes leading manufacturer of Ferro Alloys in central India. The Company has grown many folds both value wise and volume wise from a small company with a turnover of 2 Crs. and 300  MT/Month productions in 1987 to a company with a turnover of over 200 Crs. and 5200 MT/Month production. | | | |
| KEY DELIVERABLES | | | |
| * To develop new customer under the brand name “Hira Power & Steels Ltd”. | | | |
| * To study the complete tender documents and prepare the Commercial, Technical Bid, prepare costing   and accordingly submit the tender and attend the Bid/Price opening and convert the tender quotation into Order and Upkeep of all tender specification, materials and quotations submitted. | | | |
| * Responsible right from Inquiry generation, attending inquiries to closing sales & also attending customer   complaints and Sending Offers & Negotiating product prices. | | | |
| * Creation of new Customers & Vendors in SAP along with updating of existing customer | | | |
| * Sending Proforma Invoices to Customers and also inspection schedule & documents, in case of Export. | | | |
| * To Send daily dispatch details Agents and customers. | | | |
| * Handling SAP of all sales related activities. | | | |
| * Sending Furnace-wise production plan to Vice President time to time. | | | |
| * To prepare all required reports related to sales & marketing. | | | |
| * Follow up for Quality & Quantity report, in case of delay/non-receipt of same form corporate companies. | | | |
| * To prepare and cross check quality/quantity report of corporate companies & to facilitate A/c department for finalizing concern books of A.c | | | |
| * Identifying market segmentation & generating business. | | | |
| * Coordination & follow up with the customers for their requirements. | | | |
| * Having Commercial Negotiation about Delivery (terms and condition of supply, transportation and | | | |

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| payments.) | | | |
| * Follow up with clients regarding Payments through mails or telecom. | | | |
| * To coordinate logistic (transporter) for effective delivery with all relevant papers and generate Road Permits were there is necessary. | | | |
| * Making Presentation for monthly sales review meeting and Monitoring the Collection plan against current   outstanding and based on fresh sale for upcoming month and Preparation of marketing strategy of for upcoming month. | | | |
| * **Clients handled** – ESSAR, TATA STEEL LIMITED, JINDAL STEEL & POWER LIMITED, KALYANI STEELS LTD, MORTEX INDIA, MUKAND LTD, RAJPUTANA STAINLESS LTD, BERRY ALLOYS LTD, DECCAN FERRO ALLOYS (P) LTD, NAVA BHARAT VENTURES LTD, VARDHMAN SPECIAL STEELS LTD, BHUSHAN STEEL LTD. ELECTROSTEEL STEELS LTD, MAHINDRA SANYO SPECIAL STEELPVT. LTD, NILKANTH CONCAST PVT. LTD, USHA MARTIN LIMITED, SHRI BAJRANG POWER & ISPAT LTD, MONNET ISPAT & ENERGY LIMITED, SKS   ISPAT AND POWER LIMITED. | | | |
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| **COMPANY** | **DURATION** | **DESIGNATION** | **LOCATION** |
| Prime Ispat Limited | Jan 2010-Aug 2017 | Assistant Sales Manager | Raipur, C.G |
| **Prime Ispat Limited** is a Raipur based business house with a focus on All Steel Structure. Today, the company is emerging as a leading manufacturer of Steel Product with annual turnover of 260 Cr. It is managed by over 500 highly qualified and experienced professionals. The Group has work office and its  registered offices at Raipur. | | | |
| KEY DELIVERABLES | | | |
| * To develop new customer under the brand name “**Prime Ispat Ltd**”. | | | |
| * Identifying market segmentation & generating business. | | | |
| * Coordination & follow up with the customers for their requirements. | | | |
| * To monitor order position, rolling program and progress by coordinating with quality, production and   logistics. | | | |
| * Responsible right from Inquiry generation, attending inquiries to closing sales & also attending customer   complaints and Sending Offers & Negotiating product prices. | | | |
| * To finalize the dealings after approval of product from customer. | | | |
| * Having Commercial Negotiation about Delivery (terms and condition of supply, transportation and   payments.) | | | |
| * Follow up with clients regarding Payments, C-forms & Road Permits. | | | |
| * To coordinate logistic (transporter) for effective delivery with all relevant papers and generate Road   Permits were there is necessary. | | | |
| * To study the complete **tender documents** and prepare the **Commercial, Technical Bid,** prepare costing and accordingly submit the tender and attend the **Bid/Price opening** and convert the tender quotation into Order and Upkeep of all **tender specification**, materials and quotations submitted. | | | |
| * To get **Vendor registration** for the new ventures/projects. | | | |



* Making Presentation for monthly sales review meeting and Monitoring the **Collection plan** against current outstanding and based on **fresh sale for upcoming month** and Preparation of **marketing strategy** of for upcoming month.
* **Clients handled** –BHEL, RIL, Adani, Kalpataru Power Transmission Ltd, Hindalco, L & T Limited, Godrej & Boyce Mfg. Co. Ltd , Acc Limited, Dodsal Enterprises, Ambuja Cement limited, Ultra Tech Cement Ltd, Greenko Group, Rashtriya Ispat Nigam Ltd, Sapoorji Palonji & Co. Ltd, Ashoka Buildcon Ltd, Jindal Stainless Steel Ltd, ABG Shipyard Limited, Shreem Electrical Ltd, ThysenKrupp Industries India Pvt. Ltd, LANCO Infratech Limited, Kirlosker Brothers Ltd, Utkarsh Tubes & Pipes Ltd, Thermax Ltd, Arcelor Mittal, Praj Industries Ltd, Thermax Babcok & Wilcox Energy Solutions Pvt.Ltd, NCC Ltd. Thermax Ltd Vendors & More than 25 BHEL Vendors.

# COMPANY

Sahara India

**DURATION**

June 2008-Dec 2010

**DESIGNATION**

Marketing Executive

**LOCATION**

Saraipali, C.G

**Sahara India** is an Indian conglomerate headquartered in Lucknow, with business interests in finance, infrastructure & housing, media & entertainment, consumer merchandise retail venture, manufacturing and information technology.



KEY DELIVERABLES

* To introduce all scheme of company to Customers.
* To maintain good relationship with the customers and generate sales.
* To achieve the assigned targets by following the administrative norms.
* Design, plan and implement the product sales, seminars, marketing events and campaigns for the increase in generation of the business.
* Plan and implement new events for the creation of the new business.
* Regular follow ups with the clients for repeated orders.
* To providing services pertaining to after before and sales.

**ACADEMIC CREDENTIALS:**

* + MBA from Sikkim Manipal University (2012)
  + B. Com. From Shri ShankraCharya Mahavidhyala, Bhilai. affiliated from Pt Ravi Shankar Shukla University, Raipur (2008)
  + Senior Secondary Certificate Examination from National Convent School, Bhilai, ( 2003)
  + Secondary Certificate Examination from National Convent School, Bhilai, ( 2001)

**PROFESSIONAL STRENGTHS:**

* + Punctuality.
  + Quick learner.
  + Business Communication skill.
  + Continuous Follow- Up with the customers.
  + Leadership Quality.
  + Judge the situation while dealing with clients.

**ADDITIONAL SKILLS:**

* + Knowledge of computer hardware and software.
  + Diploma in Multimedia.
  + Good Typing Speed in English & Hindi.

**INTERESTS:**

* + Watching & Playing cricket
  + Reading News paper in spare time.



**PERSONAL INFORMATION:**

Date of Birth : 17 Oct– 1983

Sex : Male

Father’s Name :Shri Bhupendra Yadav

Marital Status : Married

Languages known : English, Hindi, Chhattisgarhi.

Permanent Address : House No J-20, Rajdhani Vihar, Saddhu, Raipur (C.G.) -492014

**DECLARATION:**

I vouch for the authenticity of above mentioned facts.

Place: Raipur Date:27/01/2021

(Sachin Yadav)