**Lokesh Soni**

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[lokesh.soni07@gmail.com](mailto:lokesh.soni07@gmail.com) Male

Vadodara, INDIA DOB: 13 May 1991

Career Objective

Professional with strong technical acumen and an ability to deal with customers, seeking middle level position in Business Development Department.

Educations

Bachelor of **Mechanical Engineering**

Rajiv Gandhi Technical University

Bhopal, India

Graduate June 2012

Employment History

Organization: **Cryogas Industries** (IWI Cryogenic Vaporization Systems India Pvt. Ltd. Vadodara, India) www.cryogasindustries.com

Sector: **Oil & Gas**

Designation: **Business Development/Marketing Executive**

Department: **Business Development**

Duration: (September 2013 – October 2016)

*Responsibilities:*

* Identifying and establishing new business
* organizing sales visits
* Liaising with existing clients
* Preparing tenders, proposals and quotations
* Providing pre-sales and post-sales support
* Negotiating contracts, terms and conditions
* Reviewing cost and sales performance
* Writing monthly reports and sales activities
* Providing product education and advice
* Attending trade exhibitions, conferences and meetings

Designation: **Business Development/Marketing Engineer**

Department: **Business Development**

Type: **MNC**

Sector: **Oil & Gas**

Duration: **(November 2016 – Present)**

Organization: **INOXCVA** (INOX India Private Limited, Vadodara, India) www.inoxcva.com

*Key Responsibilities*

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| **Enquiries Generation:**  Generation of the enquiries from current as well as from new client by understanding market demands-   * Develop new customer base on the basis of current market demand and trend. * By conducting seminars & presentations at customer end * By properly handling enquiries from existing customers |
| **Offer Submission:**  Submission of offer for received enquiries-   * Co-ordinate with sales team to obtain RFQs (customer request for proposal) details. * Co-ordinate with Design, Costing team and other concern department for Preparation of Proposal. * Study the customer RFQ, cost estimation and Techno-Commercial Proposal Preparation and Submission. * Study the customer RFQs requirement and submit Techno-Commercial offer in view of the same * Suggest best products to the customer by understanding their need and requirements * Submission of Techno-commercial clear offer as per customer requirement * Co-ordination with planning for delivery commitments to customer * Clarification of Techno-Commercial queries/comment on submitted offer |
| **Techno- Commercial Discussion:**  Negotiation on submitted offer in pursue to get the order   * Persuading clients that a product or service best satisfies their needs in terms of quality, price and delivery * Negotiate the offers and bring down to ordering as per the terms * Techno-commercial discussion with customer on submitted proposal Negotiate in pursues to get the order. |
| **Tendering/Bidding:**   * Checking & finding the Tender Inquires in online portal on daily basis related to the company * Downloading & circulating the tender documents to the all concern departments. * Read the tender documents carefully and Preparation of Tender Summary/synopsis. * Coordination with customers & accounts for ABG & PBG’s * Review of Tender Clauses & Preparation of Tender Documents. * Study Technical Part of Tender and Commercial part of Tender and Meeting with Design and Finance department. * Inform Management and Reporting authority on daily basis about Tendering Work Progress. * Co-ordinate with Design Department, Costing Team & Account Department. * Maintain Record of Submitted Tender and File Important Tender Documents. |
| **Order Execution Activities:**   * Cross Check the PO Techno-Commercially with offer & negotiated terms & Conditions * Cross check OA prepared by coordinator & submit to customer * Submission of Performa Invoices for advance payments * Coordination with customers & accounts for ABG & PBG’s * Communicate with sales coordinator / planning for the status of orders & coordinate with customer * Follow-up for necessary road permits and required forms to support works for smooth execution of orders |
| **After Sales Activities:**  provide post sales assistance to customer in pursue of complete customer satisfaction   * Provide post sales assistance to customer in pursue of complete customer satisfaction * Attend the customer complaints & extend after sales services * Conduct customer satisfaction survey |
| **Reporting:**  Preparation of Weekly Report & Monthly Reports   * Weekly Plan, Visits as per budgeted customers * Preparation reports for weekly visits & highlights achievement in the form of KRA’s * Preparation of agenda for sales call * Day to Day reporting to immediate Boss * Attend management review meeting |

Key Skills

* Communication and interpersonal skills
* Good at interpreting information
* Willing to learn new things
* Able to work under pressure
* Able to perform multiple tasks
* Good at convincing people
* Commercial awareness

CTC Details

* 4.60 CTC PA