**Lokesh Soni**

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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
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| **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
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| **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.
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| **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.
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| **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
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| **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
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| **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
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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