

SNEHA BHARANE

Flat No. 13, Bhoir Estate,

Date of Birth: 24th February 1977.

Dangechowk, Thergaon,

(CELL NO) 91 9922842360 - Female (Married)

Pune 411 033

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Professional Synopsis

Seeking a Senior sales coordinator position in Organization where I could prove my expertise and vast experience gained in this area.

Key Skills

- Strong planning and organizational skills.
- Analytics and Business Intelligence.
- Detail-orientated and resourceful in completing projects, ability to multitask effectively.
- Works well under pressure in demanding environments.
- Strong interpersonal skills: proven ability to work well with individuals at all levels.
- Expertise in forecasting projections and tracking it with branches as well as cross functional groups.
- Good at follow up for several things with sales engineer as well as proposal engineer to ensure the timely client visits.

Career Achievements

- Awarded by FIGHTER CARD during my tenure in THERMAX .
- Awarded by Appreciation Award for projects on innovation during my tenure in Thermax.
- A key role in setting up credit policy & sales kit in Thermax Ltd .
- Successfully executed ISO procedures & documentation (Sales & Marketing related) at Thermax Ltd
- Implementing successfully end user ERP software at Thermax Ltd.

Organizational Experience

Bosch Chassis Ltd

June 2019 working as Executive Assistant & Project coordinator

- Monitoring Project forecast and monitoring inventory
- Looking after various log activity like – inbound and outbound activities
- Tracking export shipment and supporting concern in documentation for various incoterms.
- Implementation of Kaizen, 5S activity
- 14Q LPC, QC monitoring
- Various management MIS preparation and coordination .

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- Active member of covid-19 management team, Leading social distancing team at various clusters.
- Canteen dietary menu monitoring.
- Implemented Project lean activities in Log area
- Daily cost monitoring.IDC cost monitoring
- Zero Defect strategy monitored closely.

Apr'2009 till 2018 working as Sr.Sales &Marketing Coordinator in Thermax Limited Pune

Sr.Sales&Marketing coordinatorresponsibilities

Business Development-Client Interaction

- Sending Information to client about our products,services,events,business promotional letters,order acknowledgement,commercial offers and negotiations.
- To maintain dashboard for sales engineers,proposal engineers,branch managers

Pre Sales -

- identifying potential leads and passing it to sales Team tracking it for further inputs .
- Market research
- Identifying key possibilities of improvisation of procedures and modify accordingly.

Post Sales-

- LOI to PO tracking
- PO scrutinization based on credit policy
- Ensuring same day uploading completion of order in system and make it available to cross functional group so as they could start their work of GA drawing,PI preparation ,bank guarantee preparation etc etc work for timely performance.
- Tracking bank guarantee(all kind of including CG) till it reaches at customer end.
- Monitoring advance collection

Project -

- Project oriented support like Bid handling
- All activities starting from EMD till online bid uploading,and Bid opening documentation.
- Hand on experience of government projects.(tender)

SBU Interactions

- Monitoring all MIS reports including monthly,weekly,quarterly,half yearly as well as yearly .
- Interacting with all SBUs

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- Looking after calendar entries, planner.
- Arranging VC (vedio conference) with all ranch managers
- Looking after travel booking n tour arrangements
- **Channel management**
- Product introduction & launch in channel
- Making & submitting business proposals to channel partners
- Selection of relevant channel partners.
- Handling capabilities of channel partner's team

Since Aug' 06 as Sales co ordinator

THERMAX LIMITED Pune

(It's Manufacturer of Air Pollution Control Equipment company)

- Managed branch offices from H.O for day to day activities like target achievement flash,customer account receivable reminders, sales order follow up ,commercial support,daily customer visits etc.
- Collecting the monthly expenses report from branches and scrutinizing the same to ensure that it must be in budget.
- Coordinating between the cross functional groups for day today task
- Coordinated annual business meet.
- Surveyed Process correction in inter departmental areas and successfully managed to implement the same
- Facilitate Sales team from generating leads
- Prepared monthly as well as daily sales reports for senior management.
- Generated repeat business through successful client follow-up.
- To receive Sales Plan, MQR Reports / ORDER booking reports from Branch Manager, intervene in case of bottlenecks regarding shortfall in targets and advise accordingly. Similarly at Thermax Ltd sales target was increased by timely support of offers, reference documents sales increased by 7%. We have done growth for that financial year 100% to original estimated plan along with two major export orders. All ISO audits, Internal Audits are done successfully at sales level.

Administrative Assistant

Jan'04- Aug'06

Forbes Marshall Pvt.Ltd,

- Performed administrative functions for Sales Manager and the sales team.
 - Coordinated and managed multiple projects and priorities.
 - Maintained detailed, accurate and up-to-date client files.
 - Coordinated the scheduling of trade shows and trade organization meetings.
 - Performed follow-up meetings with clients as part of the sales feedback team.
 - Organized company hospitality functions.
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Sales coordinator

April'98- Oct'2000 Hiral Enterprises,Pune

It's C& F for **Wockhardt, Gabriel, Cadilla Pharmaceuticals**

Academics

- **M.Sc In ayurvedic Nutrition**
- **B.Sc. -. from SNDT College**
- **PGDBM from pune university.**
- **PGDFT from Pune university**

SNEHA R.BHARANE