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Professional Experience: 10+ Years of Experience in Administration Customer Support, Sales and Marketing.

Work Experience: -

- I) Company Name** : **element 14 India Private Ltd. (nee - Farnell Electronics (I) Pvt. Ltd.)**
Department : Customer Support and Sales Support.
Designation : Customer Support and Sales Support Executive.
Duration : Feb 2013 – Sep 2015

Company Profile:

element 14 India Private Ltd. is a Specialist Electronics and Electrical Distributor for India. element14(Farnell) is UK Catalogue-based company having over 4,52,656 products comprising Semiconductors, Passive Devices, Electronic Consumables, Cables Test and Measuring Equipments. With enormous growth and expansion into all commercial regions in India, element14 India has become the first truly specialist distributor for Electronics and Electrical India, an achievement with the company's all over India presence. element14 Electronics India understands the requirements of Indian customers and stands to serve them

Role and Responsibilities:

- Utilizing public information and personal network to develop marketing intelligence for generating Sales.
- Effective relationship Management with significant clients especially lapsed customers who have for certain reasons stopped doing business with the company.
- Negotiating/ finalization of deals (techno-commercial) for closing the sales.
- Providing necessary training to the sales force/ technical support teams regarding product presentation, institutional dealing and customer handling.

- II) Company Name** : **Accutech Power Solutions Pvt Ltd**
Department : Sales
Designation : Key Account Manager for IT
Duration : May 2012 – Sept 2012

Company Profile:

Accutech Power Solution Pvt Ltd is specialized in to IT Solution, Power Solution, Networking, Data Centre. TOP Partners of Accutech are DELL, IBM,HP, Lenovo for Desktop, Laptop, Storage, Server, Emerson for UPS, office Automation Partner with HP, Cannon ,for Networking Schnider, Cisco for Router, Siemens and Cisco for Voice and Epbx

Accutech is basically in to End to End consultancy and having strong IT and Power Platform. Accutech is also into consultancy for Turkey projects and provide solutions for the same.

Role and Responsibilities:

- Identifying and developing new streams for revenue growth and maintaining relationships with customers (IT organizations and EU) to achieve repeat / referral business.
- Developing relations with key decision makers in target organizations for business development in pre-sales negotiation stages.
- Conducting competitor analysis by keeping abreast of market trends and competitor moves to achieve market share metrics
- Interfacing with clients for suggesting the most viable product range and cultivating relations with them for securing repeat business
- Participating & attending seminars to disseminate the industry information
- Co-ordination between Customer and Technical support Team for appropriate Solutions and Executions.

III) Company Name : WT Microelectronics Singapore Pte Ltd

Department : Sales
Designation : Field Sales Engineer
Duration : June 2010 – April 2012

Role and Responsibilities for Business Operations / Marketing

- Utilizing public information and personal network to develop marketing intelligence for generating leads
- Effective relationship Management with significant clients to ascertain rendering of quality service and business retention/enhancement.
- Managing activities pertaining to negotiating/ finalization of deals (techno-commercial) for smooth execution of sales plans
- Providing necessary training to the sales force/ technical support teams regarding product presentation, institutional dealing and customer handling.

IV) Company Name : Farnell Electronics India Pvt Ltd./Pune

Department : Sales
Designation : Sales Coordinator and Administration Executive
Duration : March 2008 – May 2010

Company Profile:

Farnell Electronics India Pvt. Ltd. is a Specialist Electronics and Electrical Distributor for India. Farnell is UK Catalogue-based company having over 4,52,656 products comprising Semiconductors, Passive Devices, Electronic Consumables, Cables Test and Measuring Equipments. With enormous growth and expansion into all commercial regions in India, Farnell Electronics India has become the first truly specialist distributor for Electronics and Electrical India, an achievement with the company's all over India presence. Farnell Electronics India. understands the requirements of Indian customers and stands to serve them

Role & Responsibilities:

- Was Handling of day-to-day sales, coordinating with our HO at Bangalore regarding the status of various orders. Order entry in system for INR and USD orders.

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- Was Handling of all the enquiries from the customers of Pune and Maharashtra Region related to various electronics, electrical and mechanical components, offering good price-compatible quotations in order to procure orders for our company
 - Was Keeping the customers Updated about the status about their purchase orders. Coordinating and communicating with our Principal's Farnell UK, SINGAPORE on day-to-day basis for entered orders, technical clarifications of various components, lead time for some products.
 - Actively involved in into the overall administration of the company which also includes handling accounts of the company, payment follow up from customer's C-form follow-ups etc.
 - Updating online tracking system, submitting reports

IV) Company Name : Growell Services
Department : Administration
Designation : Administration Executive
Duration : June 2005 – Feb 2008

Company Profile:

Packaged Drinking Water Company having Manufacturing and Distribution for 20lit packaged Drinking Water

Role & Responsibilities:

- Was working In Packaged Drinking Water Company as a Administration Executive. Was handling all Customers, their delivery Schedule and Quality Analyst., payment follow up from customer's-form follow-ups etc.

Education:-

Master's In Business Administration (MBA - Marketing) from PUNE University 2016-2018

Post-Graduation Diploma in Marketing Management from PUNE University securing FIRST division in 2012.

Bachelor Of Science from PUNE University securing FIRST division in 2005.

Computer Proficiency: -

- Application Software 1. MS-Office
- 2. MS-CIT
- 3. C, Core Java
- Operating System : MS-Windows 98, 2000 , XP

Other Personal Details:-

- **Date of birth :- 16th June 1985**
- **Nationality :- Indian.**
- **Sex :- Female**
- **Passport no :- M6743295**

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- **Marital Status: - Married**
 - **Languages :- English, Hindi, Marathi**

Location:- Pune ,India

Date:-21st Jan 2021

Karishma B Save

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