

Vibha. S. Pathak

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Career objectives:

In the long run I would look forward to work in an organization where I can use my professional skills and experience synergistically combine my loyalty, dedication, honesty and hard work for the growth and success of the organization goals also to obtain a position as an active employee in a growing, reputable company where I can contribute my experience, proactive attitude, and positive atmosphere to help improve the company and myself My aim is to do hard work and able to handle any challenging job in new environment.

Professional Synopsis:

- More than 13 Years' experience in Administration CUM Accounts Executive also in Marketing.
- Well versed in working in Admin, Marketing also in Tally.

Academic & Additional Qualification:

- *Passed TYB.COM from Mumbai University with 2nd class.*
- *Passed H.S.C from Mumbai University in 2001 with 1st class.*
- *Passed S.S.C from Maharashtra Board in 1999 with 2nd class.*

IT Profile:

- TALLY Ver- 5.4, Ver-6.3, Ver-7.2 &Tally ERP9.
- Windows 2007 & 2010.
- MS - OFFICE – MS Word, MS Excel, MS PowerPoint
- MS Outlook express & Internet Browsing.

Currently Working with:	
LIGHT & SHADE ELECTRICALS PVT LTD. - Vasai (E).	
Designation:	Sales Co-ordinator.
Duration:	17th JANUARY 2020 To till Now.
Job Responsibilities:	
<ul style="list-style-type: none"> ❖ Co-ordinating with all the 4 branches (Tamil Nadu / Mysore / Bangalore / Pune) sales person Regarding their Visits / sample board we prepare here in HO so getting the Sample Board order form from them and processing it here. ❖ Making the sample Board ready by coordinating with our vendors and get it done and then dispatch the same also update the details to the respective sales person from respective branches. ❖ Checking sales person visit expenses and approving the same for releasing their payment. ❖ Monthly checking of all the visits of all sales person via EDIFY SOFTWARE which has been given to all sales person. ❖ Contacting the Architects / Builders / electricals contractors etc sending e-Catalogue to them and fix an appointment & our sales executive will visit and they will to close the deal and update me accordingly. ❖ Handling Inquiries received from different sources – TOLL FREE / INDIA MART etc and forwarding the same to the sales person of respective area and take the report from them timely. ❖ Maintaining all the data of the dealers / distributors / Consumers and sending them greeting during festivals as well as new developed products etc via WhatsApp. 	

Previously Worked with:	
ESCHMANN TEXTURES INDIA PVT LTD.– Vasai(E)	
Designation:	Back End Sales Executive /Business Development Executive
Duration:	17th December 2018 till 31th Dec 2019
Job Responsibilities:	
<ul style="list-style-type: none"> ❖ New client generation from different sources (Indiamart / Trade India etc) leads we have to search from different portals & converting the inquiries in to Order. ❖ Handling the Existing clients too & providing proper services to them too. ❖ Customer Sales Support and also look aftersales services too ❖ Preparing Quotes + Proforma Invoice Customer follow – up (Quotation / Payment etc) also Punching the order and looking after the status of the order and updating to the clients accordingly. ❖ Reports Generation in excel of monthly sales / inquiries recd. 	

Previously Worked with:	
<i>DEEP PLASTIC INDUSTRIES - Vasai (East)</i>	
<i>Designation:</i>	<i>Marketing cum Sales Manager.</i>
<i>Duration:</i>	<i>10th JULY 2015 To till Now.</i>
Job Responsibilities:	
<ul style="list-style-type: none"> ❖ Handling regular corporate clients of the director, from sending quote to dispatch correspondence. ❖ Generating new clients by working in team & achieving the target individual target allotted via mail or telephonic, marketing about our products, converting the enquiries into order & To process inquiry through Mails. ❖ Review of orders in accordance with quotation & technical documents submitted & negotiated ❖ Sending Quotations, Invoices, maintaining records of the tracking done by clients. ❖ Acknowledging orders received through sales order confirmation, Preparing Proforma Invoices accordingly, order received. ❖ Handling the customer query, also looking after for some Purchases too. ❖ Continue making follow up for regular monitoring Design Logistics as well as Commercial terms with the clients and our teams and try to give the feedback accordingly to the clients. ❖ Coordinating with customers for pre- and post-dispatch formalities. ❖ Follow up for Payment, getting feedback from them & trying to get New order from the client, Sending Dispatch details to Customers, Coordination with Factory, and Meet Customers for Order & Query. ❖ Arranging & Attending Exhibitions, after getting leads from the exhibitions making follow-up and converting the leads into Potential clients. 	

Previously Worked with:	
<i>SPECIALITY TAPES INDUSTRY - Vasai (east)</i>	
<i>Designation:</i>	<i>Marketing Manager also in Administration</i>
<i>Duration:</i>	<i>15th February 2010 To June 2015</i>
Job Responsibilities :	
<ul style="list-style-type: none"> ❖ Handling 8-10 Marketing Executives, taking report from them. ❖ Generating new clients by working in team & achieving the target individual target allotted via mail or telephonic, marketing about our products, converting the enquiries into order. ❖ Maintains complete and supported records of all Sales Agreements, Contracts and ❖ Quotations, Invoices, Maintaining records of the tracking done by clients. ❖ Handling the customer query. ❖ Also looking after for some Purchases too. ❖ Sending the quotations to the customer. ❖ Filling of Document – making done by my juniors. ❖ Regular follow up for Payment, getting feedback from them & trying to get New order from the client, Sending Dispatch details to Customers, Coordination with Factory , Meet ❖ Customers for Order & Query ❖ Attending to customer queries, corresponding with the related department. ❖ Processing of Invoices of Vendors & Managing them. ❖ Maintain records for attendance, Salary Administration, Stationary indents, disbursement as required. ❖ Ensuring That All the Facilities Are Maintained at All Times. This Would Include Close Co- ❖ Co-ordinating with Electricians, Plumbers, Carpenters and Other Facilities Available on Call 	

Previously worked with:	
M/s. SAMIR SUPPLY PVT LTD.	
Designation:	<i>Administration executive cum accounts also preparing Export/ Import Documents.</i>
Duration:	1st June 2007 To 15th January 2010.
Job Responsibilities:	
<ul style="list-style-type: none"> ❖ Preparing Export Documents against L/C, Excise Documents also ❖ Handling Petty Cash ❖ Correspondence done with the Clients. ❖ Preparing Cheque, Bills etc... ❖ Preparing & verifying Suppliers Bill, Sales Bill & Purchase voucher. ❖ Maintenance of Purchase Register & Sales Register ❖ Determining the accounts payable position for making timely payments to creditors. ❖ Issuing Debit & Credit Note to Customer. ❖ Claiming DEPB & other documents related to exports ❖ Other Administration work to be done on daily basis. 	

Personal Details:

Residential Address:	Sai charan Bldg, EC-24, A-002, Near Holy Family Convent School, Ever shine city, Vasai (East), Dist – Thane – 401202
Telephone No :	9730 268924
Date of Birth:	16th December, 1983
Marital Status :	Married
Languages known:	English, Hindi, Marathi & Gujarati
Interest and Activities:	Communicating with people, Playing Badminton, Listening Music, & grabbing knowledge of different sectors.
Current CTC:	Rs. 3,24,000/-per annum
Expected CTC:	Rs 5,00,000/-per annum (Negotiable)
Notice Period:	15 days' time.
Reporting To:	Directly to MD.
Signature:	

Place: Mumbai

Date: 08.12.20