

JASVIR KAUR

Exp. - 13Years
M. Com, B. Com
Asst. Manager - Sales Coordination

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Email: jasvirsonu@gmail.com
Current work location – CP, New Delhi
Residential Location – Ghaziabad

A) Objective

Looking for leadership roles in managing sales coordination functions while having responsibility for overall planning, execution of orders and preparing & sharing MIS reports to Top Mgmt.

B) Professional Summary

Hardcore sales coordinator holding experience of more than a decade in handling sales coordination functions while having deep knowledge of tools regarding sales management like ERP, MS Excel and having overall competence to execute an order from receiving PO till dispatch. Possesses excellent interpersonal skills to communicate efficiently to customers and internal departments for smooth execution of orders.

C) Work Summary

From	To	Organization	Location	Position	Function
May 2018	Present	Marvel Vinyls Limited	New Delhi	Asst. Manager	Sales Coordination
Mar 2016	Dec 2017	Preet Machines Limited	Ghaziabad	Sr. Exec.	
Oct 2014	Feb 2016	Niyogi Offset Pvt Ltd.	New Delhi	Jr. Executive	Sales Coordination
Apr 2013	Sept 2014	United Decoratives Private Limited (Jindal Synthetic Leather)	Ghaziabad	Jr. Executive	Administration
Dec 2010	Mar 2013	OMRC Marketing services Pvt Ltd	Ghaziabad	Executive	Administration
May 2008	Nov 2010	XTRAVISION Media Associates Pvt. Ltd	New Delhi	Executive	Accounts

D) Detailed Work summary & Achievements

Pos.	Organization	Major job role	Achievements
01	Marvel Vinyls Limited	<p>Acting as a single window interface between customers/sales team and internal departments and executing orders by Receiving PO/verbal orders from sales team/customers on email/whatsapp/calls to preparing sales order as per product specs/codes and then sharing status and preparing the MIS reports.</p> <p>Follow ups on Production and dispatch status</p> <p>Coordination in case of any customer complaints</p> <p>Receiving, discussing and preparing reports on overall company sales targets</p> <p>Payment follow ups</p> <p>First hand to Top Management in providing past to real time reports on any data regarding sales.</p>	<p>Company Overall Employee of the Month – Dec 2020</p> <p>Creation of Price revision list and discount lists in shortest time for over 250 customers and managing coordination for a sales figure of over 10 lakh metre leather cloth and 1500 Tons flooring.</p> <p>Reaching to a level of heading coordination dept. from merely supporting team in sales coordination at Corp Head Office N.D.</p>

02	Preet Machines Ltd	Searching and follow up on Enquiries through cold calling, email etc. Sharing Quotation and converting enquiries Follow up on payments and coordinating with sales and marketing team	Was known for converting dead enquiries into successful business
03	Niyogi Offset Pvt Ltd.	General sales coordination	
04	United Decoratives Pvt Ltd	General Administration work	
05	OMRC Marketing services Pvt Ltd	General Administration work	
06	XTRAVISION Media Associates Pvt. Ltd	Account executive, handling basic job roles and acting as a helping hand to accounts team	

E) Qualification / Academics

Year	Qualification	Course	University
2005	Post-Graduation	M.Com	Punjab University, Chandigarh.
2003	Graduation	B.Com	Punjab University, Chandigarh.
2000	10 + 2	Commerce	PSEB Board, Mohali.
1998	10	Standard	PSEB Board, Mohali.

F) Internship/Industrial Training

Duration	Organization	Location	Project
Summer 2005	OSWAL COTTON SPINNING MILLS	Ludhiana	Working Capital Management

G) Software and Technical competencies

Area	Level of expertise (0 to 5)
Microsoft Excel, Outlook, Internet	5
Microsoft word / Power point	5
SAP/ERP by INFOR LN UI 12.0.5	4
TALLY ERP 9	3

(References on Request)

Self-Declaration – The data furnished above is true to best of my knowledge and wisdom and I hereby state it true and Genuine as on the date of signing this document.

Date and Place ()

Signatures ()