

D.V.S.MURTHY

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Contact No : 9666884204

Objective:

To develop my leadership quality and to secure a respective position in growing company and to use my knowledge for company's progress.

Education:

Degree: Masters Of Science.

College:Aditya pg college,A.P

Branch: Chemistry

Current Work :

Designation : Inside Sales Coordinator.

Company : **Poona Pneumatic Pvt Ltd**

Working from : **11 Nov 2019 to till date.**

Working as a Inside Sales Coordinator in the Compressor division of Elgi Equipments Ltd.looking after following regions in Pune.

Previous Work Experience :

Designation: Sales Coordinator

Company: A.P.Beverages Corporation

Worked from 1st April 2018 to 31st August 2019

Qualification	College	University	Year	Percentage
M.S.C	Aditya PG College	A.N.University	2019	68.00%
B.S.C	S.K.B.R. College	Andhra University	2015	60.00%
H.S.C.	Vidhyanidhi Junior College	Andhra State Board	2010	60.00%
S.S.C.	Z.P.B.High School	Andhra State Board	2007	60.00%

Responsibilities :

- Coordinate sales team by managing schedules, filing important documents and communicating relevant information
- Ensure the adequacy of sales-related equipment or material
- Respond to complaints from customers and give after-sales support when requested and create sales quotations and proforma invoices.
- Store and sort financial and non-financial data in electronic form and present reports
- Handle the processing of all orders with accuracy and timeliness
- Inform clients of unforeseen delays or problems
- Monitor the team's progress, identify shortcomings and propose improvements
- Assist in the preparation and organizing of promotional material or events
- Ensure adherence to laws and policies
- Generate e-way bills & all operations via crm.

Hobbies:

- ☐ Playing Cricket.
- ☐ Interacting with
- ☐ people.Travelling
- ☐ Listening music.

Activities:

- NCC-A,B,C certificates,
- Participated in ARMY Attachment Camp at Secunderabad.
- Participated in Andhra University Weightlifting Competition.

Major Roles & Responsibilities :

1. Build harmonious relationship with supplier for flawless material supply
2. Negotiate with vendor to reduce lead time and cost
3. Resolve supply, quality, service and invoicing issues with supplier
4. Maintaining MIS reporting as per the requirement
5. Responsible for implementing internal procurement strategies to cater to high delivery and short lead time requirements
6. Majorly interact with suppliers and coordinate with them for flawless material delivery
7. Negotiation and closing sales by the agreeing terms & conditions.

Personal details:

Father's Name : Mr.V.Krishna Rao
Mother's Name : Sarada
Date of Birth : 25 July 1992
Gender : Male
Marital status : Single
Nationality : Indian
Permanent Address : Nakshatra I land, Moshi, Pune.

Declaration:

I hereby declare that the above information is correct to the best of my knowledge.

Place :

Date :

(D.V.S.MURTHY)