



ANAND VIJAY SAWANT

50/2, K T House, Nagusayachi Wadi, Dainik Saamana Marg, New Prabhadevi Road, Mumbai- 400025

DATE OF BIRTH : 28th Dec., 1977
MOBILE NO. : 9773206503 / 8779717167
RELIGION : Hindu
MARITAL STATUS : Married
EMAIL : anandsawant2812@gmail.com

EDUCATIONAL QUALIFICATION :-

- 1) B. Com. In March.2003 from Mumbai University
- 2) H.S.C. in Science from Maharashtra Board in Mar., 1995.
- 3) S.S.C from Maharashtra Board in Mar., 1993
- 4) Completed Diploma in Computer Educations from M/s. Profile Academy institute

COMPUTER SKILL :-

- 1) Working Knowledge of Microsoft Navision of ERP Software (9 & 13), Microsoft Outlook, Google Chrome
- 2) Proficient in Microsoft office (Excell, word and Power Point)
- 3) Proficient making PPT presentation in Power Point for various meetings ie Sales Meeting, Marketing strategies and dealer Meetings.
- 4) Expertise in real time data collection and making MIS report under Google Form.

LANGUAGES KNOWN : English, Hindi, Marathi

INTERESTS : listening Music, Playing Sports
and regular exercise in Gym.

Highly skilled sales and marketing professional with over 8 years of experience driving revenue growth and increasing brand awareness out of total Experience of 22 Years. Proven ability to build strong customer relationships, and work as per targets achievement. Excellent communication and collaboration skills.

Presently working with **M/s. BALKRISHNA PAPER MILLS LTD** (SIYARAM PODDAR GROUP) Since 2002.

WORKED EXPERIENCE :

As a Asst. Manager - Marketing & Sales Support

1) Sales & Marketing

- a) Develop and execute marketing strategies to generate sales leads and convert sales lead to execution.
- b) Support sales team leader to convert the sales lead to execution
- c) Collaborate with cross-functional teams to create effective messaging and positioning for new products and services
- d) Utilize data analysis tools to identify trends and opportunities for improvement in sales and marketing efforts

2) Management Reports :-

- a) Responsible for making various MIS Reports for Top Management, Board, Sales & Marketing Team
- b) Preparing monthly PPT for comparison of sales and share with Management, HOD of marketing and RMO for monthly meeting.
- c) Discussion of Ageing with directors twice in a month.

3) Sales Support Function: -

- a) Interaction with Dealers/customers for grievance and giving resolutions.
- b) Co-ordination between Dealers and production unit for material status and dispatch planning.

- c) Preparing Production program as per sales order received and given to Production team
- d) Approval of rebate and discount as per price list and share the same with customer

4) Sales Accounting

- a) Passing of credit Note for Commission, Rebate and discount according to sales pricing agreed
- b) Passing of debit note as per company policy like Interest and rate difference
- c) Interaction with internal auditors and resolve the query related to sales credit note and debit note.
- d) Generating sales report as required for finalization of accounts and board of director meetings
- e) Scrutinize the Account receivable of the company and follow-up with customer for outstanding
- f) Experience of Logistic Dept in local & export sales
- g) Responsible for Export PI,LC and FOB statements.
- h) Reconciliation of duty drawback and Rodtep incentive with Government norm for Export sales
- i) Filling of monthly GST return (GSTR 1) .

5) MIS Reporting

- a) Exceptional report related to deviation in manual price master and ERP Price Master time to time.
- b) Monthly Sales Report to identify the areas where company loss market share.
- c) Reconciliation and Filling of sales part of form GSTR 9 (Annual GST Return)
- d) Monthly MIS report for Net Sales Price for decision making

6) System Development Work: -

Co-ordinate with ERP team while merging foxpro to ERP Dynamic- Discussing Sales report with them. Creating Sales Master in ERP such as Agent, Customer, Consignee, Item, Size Masters with validation whenever require.