

## CURRENT PROFILE

**Company Name : Polyset Plastics Pvt Ltd:**

**Company Profile :** Established in 1966, Polyset Plastics Pvt. Ltd. has made a name for itself in the list of top suppliers of Housekeeping Products, Plastic Products in India. The supplier company is located in Mumbai, Maharashtra and is one of the leading sellers of listed products. Polyset Plastics Pvt. Ltd. is listed in Trade India's list of verified sellers offering supreme quality of Plastic Products.

**My Profile :**

Working as Data Analysis & Co-ordinator from 6<sup>th</sup> March 2018 to 16<sup>th</sup> March 2019 in Polyset Plastics Pvt Ltd, Goregaon, Mumbai and reporting to Vice President, Sales & Marketing.

### **DATA ANALYSIS:**

- Responsible for Analysis of Products and Stock.
- Preparing of reports that Interpret Consumer behavior, Market opportunities and Conditions, Marketing Results.

### **INTERNATIONAL PROJECTS:**

Apart from Household Products, company has recently started projects on Vacuum Stainless Steel Bottles (Double and Single Wall Bottles) with China. Was wholly responsible with the Parties in China for Coordination and related activities.

### **EXHIBITIONS:**

- Responsible for attending / participating in exhibitions and making arrangements for the same. Like coordinating with the Organisers for Stall booking and other related activities. Also co-ordinating with Customer's and making necessary hospitality arrangements.
- Co-ordinating marketing campaigns with Sales Activities.

**NAME: ARUNA VARYANI**

**DOB: 4-NOV-1980**

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***Skills:***

- Less "I" more "WE"
- Strong Follow-up
- 5'S
- Standardization of process
- Good hands on mail writing
- Good co-ordination
- Cost Effective

***Interests:*** Travelling, Listening Music.

***Strength:***

- |               |                   |
|---------------|-------------------|
| • Disciplined | • Initiative      |
| • Analytical  | • Result Oriented |
| • Confident   | • Team worker     |
| • Motivated   | • Leadership      |

***Permanent Address:***

New Manohar Mahal chs,  
A / 9, 3<sup>rd</sup> floor,  
Behind Anand Cinema  
Kopri Colony, Thane  
East – 400 603

## **RECRUITMENTS:**

- Review all applications, reading carefully and evaluating presented qualifications.
- Contact applicants with the highest potential to schedule in-person interviews.
- Perform interviews carefully and intentionally, asking in-depth questions and listening to the answers carefully while taking details notes.
- Create a report of the highest qualified and most talented candidates
- Contact new recruits, explain work technicalities, and guide them through the required paperwork.
- Ensure new recruits enter into proper training successfully and all questions are answered correctly.

## **REPORTS :**

- **Making Monthly reports. i.e Partywise & Categorywise Sales report.**
- **Also make report of Partywise and Statewise sales V/s Target reports.**
- **Preparation of Sales V/s Expenses report.**
- **Also responsible for making variance reports (Planned & Actual).**

## **DAILY TRACKING:**

- **Daily Tracking of Sales team all over India through App.**
- **Tour Plan and tracking of Attendance of entire Sales team.**
- **Responsible for Follow up for outstanding payments of Customers with Sales Team.**
- **Entry of Daily Sales of Sales Team.**
- **Punch the orders in ERP System.**
- **Regular follow up with Dispatch Team, for Orders, Complaints of Customers or any related activities.**

## **SCHEME / TARGETS:**

- **Making of Scheme's for Customer's and sending Scheme letters to Customer's all over India and follow up with them.**

- **At the time of Scheme achieved by the Customer's (For. E.g. Abroad Scheme, Entire Co-ordination part with the Travel Agent and the Customer's to be done).**

### **HOSPITALITY ARRANGEMENTS:**

- ✚ At the time of Customer and Sales Meeting's all kind of hospitality arrangements to be done.

**Duration: March 2018 to March 2019**

### **Previous Experience:**

**Working as Executive Sales & Marketing Department in ASB Internationals (P) Ltd. (Subsidiary of Nissei ASB Machine Co. Ltd; Japan) Ambernath, Thane- Maharashtra.**

### **Company Profile:**

- ✚ ASB Internationals (P) Ltd. (License of EOU) is a fully owned subsidiary of Nissie ASB Machine Co. Ltd; Japan. ASB is world Leader in PET technology with single stage PET processing machine with different critical shaped Moulds.
- ✚ Indian Presence: Headquarter with manufacturing plant at Ambernath, Thane in Maharashtra. Strength over 1300 employees. Turnover (2015-16) around INR 550 Cr.

### **Department Profile:**

- ✚ Sales & Marketing Department is single window for Sales liaisons for pan India
- ✚ Starts from customer enquiry level till commissioning of the machine / moulds at appropriate site.
- ✚ Directly responsible for Finish Goods (Inventory).
- ✚ Directly involved in Company's financial planning.
- ✚ Domestic customer visits to be handled independently from Sales & Marketing Department. Responsible for related all Sales activities.
- ✚ Performs as mail body in every Fair / Exhibitions which ASB participates.

## **My Profile:**

- ✚ Working In Sales & Marketing dept. as Executive and reporting to Senior General Manager
- ✚ Responsible for coordinating with our regional sales team and Service engineers all over India
- ✚ Responsible for making MIS
- ✚ Preparation of ***variance reports*** w.r.t. planned & actual
- ✚ Timely updates to our sales and customer support team for all the activities
- ✚ Also responsible for arranging training programs like coordinating with the other dept. (for eg IT dept and HR dept).
- ✚ At the time of customer visits all kind of hospitality arrangements to be done
- ✚ Making PowerPoint presentation for management committee meetings.
- ✚ Responsible for making Sales contract and proforma invoice and sending directly to the customers and coordinating for the same.
- ✚ Making all the arrangements for customer get together.
- ✚ Responsible for attending / participating in exhibitions held every year and making arrangements for the same. Like coordinating with the subsidiaries and making necessary hospitality arrangements.
- ✚ Also responsible for overseas exhibitions like arranging Visa and tickets which requires coordination with our Agents. Also coordinate with our subsidiary team for Invitation letters and hotel arrangements.
- ✚ Constant & rigorous follow up with the customers for C forms and Outstanding payments
- ✚ Constant follow up with the customers for Annual Satisfaction Review and Balance confirmation reports sent by our Auditors directly to our customers
- ✚ Communicating / coordinating with customers for any issues & the same to be addressed through appropriate channel

**Duration:** From July'2011 till February 2017.

## **PAST PROFILE**

1. ORGANISATION	:	SUNROSS HOME SOLUTION (FRANCHISE OF CITI BANK)
DEPARTMENT	:	HOME LOAN
DESIGNATION	:	Senior SALES CO-ORDINATOR
TENURE	:	SEPT 2002 TO JULY 2004
2. ORGANISATION	:	ICICI BANK LTD
3. BRANCHES	:	Thane,Mulund and Vartaknagar

<b>DEPARTMENT</b>	:	Retail Liabilities (Household)
<b>DESIGNATION</b>	:	BUSINESSDEVELOPMENTEXECUTIVE
<b>TENURE</b>	:	DEC 2004 TO SEPT 2007
<b>JOB PROFILE</b>	:	<p>1. HANDLING BRANCH WALKINS for Savings and fixed deposits.</p> <p>2.Reporting directly to <b>AREA SALES MANAGER</b></p> <p>3.Generating leads from the existing customers/Branch walkinsfor savings accounts and Fixed deposits.</p> <p>4 Was also given additional responsibilities for verification and scrutinizing the account opening and Fixed deposit forms of different branches before sending for processing.</p> <p>5.Was coordinating with the area managers of different branches(Thane Mulund, Vartaknagar,)for household segment for their daily logins and collating the same for the regional manager at regional office .</p> <p>6.was also incharge of collating datas for account opening and fixed deposits from different sources( lead management services ,Loan Departments) for branches like mulund,vartaknagar,thane and assigning them to various market research executives of respective areas and uploading the same in the system after lead closure.</p> <p>7 Was also responsible for coordinating with account opening team at processing center on a daily basis for rejections and activations .</p> <p>8 Coordinating with the telesales of branches of mulund,vartaknagar,thane for business generation.</p>
<b>ACHIEVEMENTS</b>	:	<p><b>Awarded for the best SALES COORDIMNTOR in the east cluster in ICICIBank in the Year 2006-2007</b></p>
<b>ORGANISATION</b>	:	<b>HIRANAND ASSOCIATES (CHARTERED ACCOUNTANT)</b>
<b>DEPARTMENT</b>	:	<b>ACCOUNTS</b>
<b>DESIGNATION</b>	:	<b>OFFICE ASSISTANT (TRAINING)</b>

**TENURE** : **Oct 2007 TO June 2009**  
**ORGANISATION** : **M/S MARKS PHARMACEUTICALS**  
**DESIGNATION** : **BACK OFFICE**  
**TENURE** : **July 2009 to June 2011**

**EDUCATIONAL QUALIFICATION** : **GRADUATE IN COMMERCE (MUMBAI UNIVERSITY) YEAR- 2001**

**ADDITIONAL QUALIFICATION**

- Diploma in Computer Applications

Languages Known	:			
		Speak	Write	READ
English	:	Yes	Yes	Yes
Hindi	:	Yes	Yes	Yes
Marathi	:	Yes	Yes	Yes
Sindhi	:	Yes	No	No

Regards,

**ARUNA VARYANI**