

# RESUME



**SANTOSH KUMAR JENA.**

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**HYDERABAD.**

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## Career objective:

To be associated with a progressive organization that gives me scope to contribute my knowledge and skills in accordance with the latest technologies and a part of team that works towards the organization and gain satisfaction thereof.

## Work experience:

- Working as Sales Coordinator, M/s Focus Biotech - Mumbai. (Mfrs of Agriculture & organic products) from 18<sup>th</sup> September 2023 to till date.
  - Coordinate with 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
  - 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
  - Preparing daily MIS report as per management requirement
- Working as Marketing Officer, M/s Veljan Hydrair Ltd., IDA- Pathancheru. (Mfrs of Hydraulic & Pneumatic Cylinder & Spare) from 22<sup>nd</sup> January 2023 to 15<sup>th</sup> Septemebr, 2023.

### Detailed work Experience in Veljan Hydrair:

- Creating Quotations & Order Acceptance
- Creating Invoices & E-way bills
- Dealing with Customers
- Explaining the product of Hydraulic products.
- Played a key role in developing and maintaining the assigned customer service.
- Developed strategic and operational sales plans which resulted in 20% increase in overall sales and gross margin.
- Amplified customer base by 100% through maintaining effective relationships.
- Highly successful in getting back lost customers by providing in time service and trainings to their team.
- Identified target markets and established successful plans to develop them, thereby bringing in INR 1.50
- Ability in learning any technical aspects related to the product.
- Exposure in giving product and technical presentations.
- Collecting & follow-up payments from customer
- Having 6 Months experience in GEM Portal (Uploading Tenders, Invoices & payments)

- Managing sales and marketing operations, thereby achieving increased sales / maximized profit in assigned territory.
  - Representing various make products.
  - Handling customers like NTPC, BHEL, THERMAL POWER STATIONS, CMI, TATA STEEL, ADANI POWER, JSW STEEL, JINDAL POWER, BHUSHAN STEEL PLANT, DANIELI, APGENCO, NTPC, KPCL, & TSGENCO, PP ROLLING MILLS Etc.
  - Initiating & developing relationships with key decision makers in target organizations for business development.
  - Maximizing customer satisfaction matrices by providing sales assistance and achieving delivery & quality norms
- Working as Asst. Marketing Co-Ordinator, M/s Hartex Rubber (P) Ltd., IDA- Bollaram. (Mfrs of Bicycle Tires and Tubes) from 23<sup>th</sup> February 2016 to 21<sup>st</sup> January 2023.

#### Detailed work Experience in Hartex Rubber:

- Prepare daily all India sales & collection report
  - To assist in preparation of potential statement- size wise/pattern wise/ Branch wise
  - Preparation of segment wise share of market as and when required follow up with branches for periodical statements as per target date.
  - Maintaining of daily truck details and issue the JPS material.
  - Maintaining of stock statement, dispatch receipt note, branch wise acknowledgement.
  - To prepare consolidated indents (all India)
  - Updating approved new dealer application details in dealer master data in iware & Grapevine.
  - To release billing in iware as per CR limit control
  - Monitoring undelivered invoices and follow up with branches to deliver
  - Monitoring of all branches dealer commitments against achievement of different schemes.
  - Replacement (all India) maintenance
  - QC complaint from branches and getting report
  - To prepare monthly consolidated “Sales Policy”
  - To maintain and prepare the “Price List” as per market.
  - Preparing and comparing the GAP statement of competitor.
  - Handling gold, silver & other gift schemes
  - Plan, Indent, Monitored supply of advertisement materials.
  - Collecting & tabulating plan and maintain sales data
  - Collecting and maintain GAP/ discount comparison of competitor
  - REPORTS AND MIS.
    - a. Sales Reports with cumulative data – Monthly
    - b. New Product Sales and Stock – Monthly
    - c. Gold and Silver – Scheme vs Actual Expenses – Yearly
    - d. Annual trips – Budget Vs actual expenses – Yearly
    - e. Advertisement – Budget (1% of NRV) Vs actual – Zone wise – Yearly
- Worked as an administrator. DDU-GKY is a part of the National Rural Livelihood Mission (NRLM), Bhawanipatna, Odisha. from 01-08-2015 to 31-01-2016

#### Educational Qualifications:

- Graduate from Brahmapur University.
- Having hands-on experience in MS-Excel, MS-Word, Power-points.

- Familiar with internet.

**Strength:**

- Hard Working.
- Flexible and Ability to adapt according to the situations.
- Capability to interact and solve problems
- Good Team Worker
- Quick learner

**Personal Information:**

**Hobbies:** Browsing Internet, Listening Music, Cooking, playing Carom & Travelling

**D.O.B:** 15<sup>th</sup> June, 1995

**Gender:** Male

**Marital Status:** Single

**Languages Known:** Hindi, English & Odia

**Current Address:** House No 5-755, Navaneetha Sai Residency,  
Izzathnagar, Kondapur, Hyderabad - 500094

**Declaration:**

I hereby declare that the above written particulars are true and correct to the best of my knowledge and belief.

Date:

Place: Hyderabad

Santosh Kumar Jena