

Mr. Sudarshan Suryakant Khopade

BE (Mechanical)

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Current Address: Flat 401, B-12, Swapna Nagari, Vatan Nagar, Talegaon Dabhade - 410506

Career Objective:

To work hard, honestly with full enthusiasm in achieving the goals of an organization. Hence, enhancing skills, knowledge, and ready to learn new things.

Professional Experience:

- **Company** : **Movetech Conveyors Pvt. Ltd. Chakan.**
- **Position** : Sales Administration.
- **Duration** : 1/June/2020 – Till Date
- **Job Functions** :
 - Incharge of Conveyor Spare Parts Division & ROCOL Lubricants (UK Based).
 - Taking Annual Maintenance Charges (AMC).
 - Receive RFQs get estimation - make quote - send quote - follow up for orders.
 - Track invoices raised and paid as per credit period.
 - Arrange customer visits and entertain them.
 - Follow up for sales order and release order to Production.
 - Maintaining & updating supplier, Sales, and customer records.
 - Dealing with queries on the phone and by email.
 - Receiving and processing purchase orders.
 - Verifying orders, including customer's personal information and payment details.
 - Directing feedback from customers to relevant departments.
 - Compiling monthly sales reports.
 - Familiars with Negotiation, Bidding, Estimation, and Skills.
 - Ability to work independently and with the team, providing technical sales supports on our products.
 - Well Knowledge of CRM, ERP, and SAP software.

Academic Details:

Qualification	College	Board / University	Year of Passing	Percentage
(BE) Mechanical	Bharti Vidyapeeth College of Engg. Kolhapur	Shivaji University	March 2020	74.75%
H.S.C	Y.C.Warnanagar, Warna	Kolhapur Board	March 2014	54.31%
S.S.C	St. Alphonsa School English Medium, Karanjoshi	Kolhapur Board	March 2012	56.91%

Project Details:

- Degree Project: - **"Production Part Approval Process (PPAP)"** Sponsorship by Bharat Machine Tools Kolhapur.

Courses:

- Certificate Course in **Automation Comprehensive (PLC, SCADA, HMI)** of duration 3 months at Just Engineering - an Indo-Australian training institute in Pune.
- Certificate Course in **AUTOCAD** from "DISHA COMPUTER INSTITUTE".
- CATIA**
- MS Office (Word, Excel, PowerPoint)**

Technical Achievements:

- 2nd Prize** in the National Level Event of **"Details to Assembly"** held on 20th March 2017 At Bharati Vidyapeeth's College of Engineering Kolhapur.
- 3rd Prize** in the National Level Event of **"Details to Assembly"** held on 4th & 5th March 2017 at D.Y. Patil College of Engineering Kolhapur.
- Participated in the Short Term Training Program on **"3D Printing Technology"** held on 1st to 2nd March 2019 At Bharati Vidyapeeth's College of Engineering Kolhapur.

Extra-Curricular Activities and Achievements:

- 1st Prize** in the Taluka Level of **"Shot-Put"** held on 3rd & 4th Oct 2013 At Yashwantrao Chavan Warna Mahavidyalay.
- Participated in the Event of **"Treasure-Hunt"** held on 22nd Feb 2019 At Bharati Vidyapeeth's College of Engineering Kolhapur.

Personal Information:

Permanent Address : *A/p: Molavade, Tal: Shahuwadi, Dist: Kolhapur.*

D. O. B : *28/11/1995*

Marital Status : *Unmarried*

Gender : *Male*

Languages Known : *English, Hindi, and Marathi*

Hobbies : *Playing Chess, Sketches, Browsing net*

Place: -

Date: -

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