

RESUME



**LALIT
GURUPAT
GOLLAR**



lalitpanda408@gmail.com



9321484987

SKILLS

Invoice reconciliation.

Receiving and Shipping.

Inventory management.

Inside sales/Outside sales.

Consignment tracking.

Inspection quoting and delivery.

Good computer skills.

Customer service.

EXPERIENCE

FRESH

FRUITS

COMPANY



SALES COORDINATOR

JUNE 2017 TO AUGUST 2020

- Coordinate sales team by managing schedules, filing important documents and communicating relevant information.
- Assisted in warehouse, shipping, receiving, quality control of inventory and file maintenance.
- Distribution of orders to production and warehouse team and ensuring its dispatch.
- Leveraged industry trends in customer industries and market places to shape value added solutions and approaches for key clients.
- 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.
- Monitor the sales 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.
- Managing and generating barcodes for our products and tailoring specific codes as per customer requirements.
- Effective communication with customers to suit their business requirements.
- Handling of key customer accounts e.g Spinneys, Carrefour and Lulu hypermarket.

- Maintain complete data of overall sales of each sales representative.
- Contribute to overall customer satisfaction by promptly answering emails and handling customers.
- Establish active communication and engagement with sales representatives to ensure that sales are processed promptly.
- Direct point of contact for all types of Sales Enquiries.



**Stocker/Store keeper
(Post Receiver).
Hyper Panda, Festival City.
Dubai, United Arab Emirates.
August 2015 to April 2017.**

- Receiving goods and making manual vouchers.
- Handling and filing Goods Receiving Note.
- LPO management and physical inspection of goods received.
- Making return vouchers for damaged good and non conformant goods.
- Store and sort financial and non-financial data in electronic form and present reports.
- Assigning barcodes and FIFO management of received goods.
- Scanning of incoming products.
- Leading stock taking exercise and inventory management.
- Skilled in planning and maintaining customer database & keeping registers.
- Providing internal & external customer support at all levels pre and post-sales.

TRANSLOG EXPRESS PVT. LTD (INDIA) DT. 18 JULY 2011 TO 28 FEBRUARY 2015

- New Job update in register & maintain the dockets.
- Exports and Clearance job data entry done in the packaged system.
- Making Invoices , Export Job feeding in the systems.
- Making dispatched of all the post shipment document of export and clearance.
- Follow up with shipping lines for Freight Rates.
- Scanning of documents.
- Follow up with clients for payments and relevant documents.
- Co – Ordinating with shippers and shipping line to keep maintain the good relationship with the companies.

JAS FORWARDING WORLDLINE PVT LTD. DT. 04 APRIL 2008 TO 15 JULY 2011

- Worked as a Guest Relation Executive (GRE) , Custom Clearance Dept. and sea export dept.

BIRLA SUNLIFE INSURANCE

- Worked as Data entry Operator for 7 months on contract basis.

SYNTEL BPO DT.05 NOVEMBER 2007 TO 31 MARCH 2008

- Worked as Data entry Operator in transport divisions for 5 months on contract basis.
- Handle administrative and engaged in internal transport facilities.

CITIZEN WORLD TRAVEL PVT LTD. DT.01 NOVEMBER 2001 TO 31 OCTOBER

2007

- **Worked as transport executive officer for 6 years.**
- **Updating details of clients and existing customers.**
- **Maintaining Good relation with the hotels and companies.**

EDUCATIONAL DETAILS

<u>Qualification Details</u>	<u>Passing Year</u>	<u>College Name</u>	<u>University/State Board</u>
<u>HSC Appeared</u>	<u>2003</u>	<u>Vikas College, Vikhroli</u>	<u>Maharashtra Board</u>
<u>SSC Passed</u>	<u>2001</u>	<u>Purushottam High School</u>	<u>Maharashtra Board</u>

Other Technical Activities

Basic Knowledge of Information Technology from “CBM” Institute Year 2001.

PERSONAL INFORMATION

Father Name : Late Shri Gurupat Yellappa Gollar

Mother name : Late Smt. Ulgamma Gurupat Gollar.

Date of Birth : 08.02.1984.

Marital Status : Married.

Gender : Male.



Nationality : Indian.

Languages Known : English, Hindi.

Hobbies : Listening Musics, Travelling and Reading Novels.

Religion : Hindu.

Height : 5.10'

Blood Group : AB+ve.

Passport No. : L5276360.

Place : MUMBAI

Date :

(LALIT G GOLLAR)