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Profile

A dynamic professional, who brings outside the box thinking, is continuously seeking innovative ways of working, always looking to improve and learn, loves change and is able to go the extra mile. A highly skilled, talented and accomplished person with extensive knowledge of Admin, HR, Sales, Projects, Business Development work & processes. An excellent communicator, able to maintain cultural sensitivity, establish rapport with members of diverse groups and promote team cohesiveness. Flexible and analytical with a keen eye for details; skilled at synthesising and editing information to achieve overall objectives, is currently seeking a position for the growth of your organisation and self.

Work Experience

1.

Working as a Head Office Coordinator with Techfab India Industries Limited

Dec 2021- July 2024

- Developed a set up for MIS, Review Meetings, MOM and follow up for end actions for various depts. as Sales, BD, BD Board, Accounts, Export
- Developed documentation and process improvement within the organization to achieve operational efficiency
- Making Sales Projections and forecasting revenues in line with projected Sales and material planning with help of Sales Teams both Domestic and Exports
- Tracking product's/ sales' trends and performances year on year basis
- Developing and implementing new sales strategies to grow business
- Proactively identify, pursue new business opportunities with the help of various service providers for both domestic and international market
- Researching and analysing market trends
- 1st Level BD activity including research to find and connect with new opportunities through Tender search, various business updates, market news and product market share
- Researching Consultants portfolio's and start the 1st level of business communication to establish prospective or existing relationship
- Coordinating with Service Providers for all types of projects updates consistently
- Allocation of the information among the concerned Sales & BD Person and support till the conversion into Sales or networking

- Developed a network of contacts to attract new clients through Webinars, Exhibitions and Client connect programs
- Search & analyze work & Financial Credentials of Contractors, Clients, Consultants regarding the existing & pipeline business prospects
- Analysing Tender result summary, Technical & Financial evaluation reports of various contractors , consultants and prepare statements for further business contacts
- Check various products market size and reports for international business
- Search for new opportunities in international market
- Developed CRM software like Zvolv and Sales Force : developing, executing and updating

2.

Worked as a Sr. Manager with Maccaferri Environmental Solutions Private Limited.

Sales Coordinator: Feb 2008- Oct 2019

- Initiating pre- sales activities
- Coordinating overall Sales order process: receiving Pos, follow up for payments, preparing and monitoring production plan with priorities, coordinating with factories for all production/dispatches, after sales activities including reconciliation of client ledgers, Customer complaints and feedback
- Managing all sales activities through SAP and Sales Force

MIS:

- Sales reports
- Cash flow: inflow/outflow
- Collections
- Preparing and monitoring Annual Budgets: Sales, Expenses, Manpower requirements
- Monitoring of Target vs Achievements: fortnightly, Monthly, Quarterly and Annually.
- Preparing Agreements / MOU/ Contracts for clients
- Coordinating for ISO procedures for Sales & Marketing, Quality Audits both Internal and Externals
- Managing sales team: Team Building

Tendering:

- Coordinating for DSC's and all registrations and renewals with various Govt. Depts
- Coordinating entire tendering process of the Company for PWD's, NHAI, BRO, Railways, MSRDC, CIDCO, MMRDA, BMC, ONGC and other private sectors
- Purchase of tender, Preparing checklist, coordinating for all documentation both internally and externally , submission online/ offline of tender document, follow up for refunds of EMD and other payments

Manager Administration: Feb 2001- Aug 2008

- Handled Insurance Portfolio : CGL, PI, WC, Group Medclaim, GPA, Office packages, Marine Insurance, Group Gratuity, all secretarial work,
- Arranging for Conferences, Seminars, Sales meetings
- Preparing and monitoring Admin Budgets
- Visa application and coordination for employees
- Managing Overall administration of the Company
- Coordinated for Factory Set up documentation

E.A. to M.D. and HR & Admin:

- Recruitments, Appointments, Joining & Induction
- Leave records
- Appraisals and increments
- E.A. support to M.D.

3. Office Assistant at Purva Share Registry (I) Private Limited

August 1995 - 6th Feb 2001

- Maintained overall transfer procedures of share transfer including inward, scrutiny, transfer of shares, checking, dispatch of shares;
- Replies to the queries and complaints received from investors, companies and SEBI, Stock Exchanges;
- Preparing monthly, quarterly reports to be submitted to SEBI.

Education

- PGDHRM from Symbiosis University, Pune
- Graduation in Economics (Major) from Mumbai University
- Diploma in Computer Applications

Skills

Communication, Analysing, Inter personal, Critical Thinking, Goal oriented, Time management, Creativity, Flexibility

Hobbies

Reading, Music, Poetry, Sports

Personal Details

DoB : 14th Jan 1973

Marital Status : Married

Languages known: English, Hindi, Marathi

Date:

Place: Navi Mumbai