

Varsha Kisan Taapkir

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PROFILE

A confident, hardworking and trust worthy individual with full of sound knowledge and practical approach to problem solving. Quick grasping and Fast learner. Adapt well to changes and has good ability to handle work pressures efficiently and effectively. Excellent presentation skill and good team member to work with diverse groups of team mates. Sincere and committed to produce complete staff work with a high level of integrity and dependability.

Looking for a suitable position to work with an organization driven by values where I can effectively use my knowledge and experience to create more values to the company with full dedication and to be an asset for the company.



EDUCATION

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| 2017 | ❖ Institute of Technology and Management Mumbai.
M.B.A. with specialization in Operation Management. |
| 2014 | ❖ Welingkar Institute of Management Mumbai
D.B.M: Post-graduation Diploma in Business Management. |
| 2011 | ❖ University of Mumbai.
Bachelor of Arts. (B.A.) |



EXPERIENCE

1. **Vimal Fire Controls Private Ltd (VFCL), Mumbai** May 2018 – Present

VFCL is a company dealing in Firefighting Equipment and systems having its manufacturing plant at Vadodara and marketing office at Mumbai and Delhi. The company is in the firefighting business for last 30 years and currently turnover is Approx. Rs 200 Crores per Annum. The company is a major supplier of firefighting Equipment and system to all the Oil companies, Refineries, Ports, Oil Explorations and gas plants, Petrochemical Plants, Power Plants Big Industrial plants. The company has a well-equipped R&D Facilities and also a well-equipped training center for live fire training. The company also exports its products

Marketing Officer from May 2018

Key responsibilities:

1. Customer Engagement and follow up for orders with the customers and preparing the report, brief the concerned Director on daily basis.
2. Interact with internal departments sales team and external with customer to attend important key issues & customer queries and complaints.
3. CO-ordination with sales team, tendering team as well as manufacturing unit on all important issues for improving prospects to get the future orders and update the status of manufacturing of their orders
4. Prepare Monthly brief reports of sales, Customer interface and other business key points in MIS format for management review and action.
5. conducting research and analyzing data to identify and define audiences.
6. devising and presenting ideas and strategies.
7. promotional activities.
8. compiling and distributing financial and statistical information.
9. Helping the sales team to improve their productivity by contacting customers to arrange appointments and ensuring all Sales Representatives have high-quality, up-to-date support material.

10. Handling urgent calls, emails, and messages when Sales Representatives are unavailable, answering customer queries, informing them of delays, arranging delivery dates, and scheduling marketing events.
11. Handling orders by phone, email, or mail and checking the orders have the correct prices, discounts, and product numbers.
12. Inputting orders, ensuring they are processed according to customer requirements, and ensuring all orders are accurate and delivered on time.
13. Collaborating with other departments to ensure sales, marketing, queries, and deliveries are handled efficiently.
14. Developing and maintaining filing systems so as to maintain sales records, prepare reports, and provide financial information to the finance department.
15. Maintaining Business development manager's monthly report with regards to project closures/ Meeting reports.
16. Following up for tender closures and submitting technical/ commercial documents as per the requirement.
17. staying up-to-date with products on the market.
18. recording and analyzing data.
19. presenting results to colleagues/ management.
20. Working with existing customers to understand their needs better.

2. Jewelex India Pvt Ltd. - April 2010 –April 2018

Jewelex India Pvt Ltd. (JIPL) is engaged in the business of importing and processing of rough diamonds and exporting cut and polished diamonds of various sizes and shapes.

Apart from this, the company has three jewelry units in SEEPZ, Mumbai, which undertake the activity of manufacture and export of diamond-studded jewelry units. As the company is a DTC sight holder from the very beginning, it procures rough diamonds from DTC mines and open markets across the globe. JIPL has presence even in retail jewelry business by setting up two showrooms in Delhi and one in Mumbai for the sale of its exquisite branded jewelry "Opulence"

Product development Assistant

Key responsibilities:

1. Design issues - receive and the entire design related data management.
2. Preparing design MIS report – Individual designer wise & concept wise.
3. Communication and Coordination with design team, CAD team, factory & Marketing team for timely
4. completion of the project and preparing the brief for effective work execution amongst team members
5. Creating unique codes for project as per company policy
6. Customer engagement and Co- ordination of their orders and modification with PD and marketing Department.
7. Releasing sample order for production.
8. Maintaining PD & Production status and export samples follow – ups.
9. Report and MIS preparation: R&D Innovation, Concept to market, Co-created projects done with client.
10. Learning Document: Making presentation on Product pain point as well as other key issues.
11. Organizing and step-up Conference and meetings.
12. staying up-to-date with products on the market.
13. recording and analyzing data.
14. presenting results to colleagues.
15. planning, organizing and overseeing process or production trials.
16. making improvements or modifications to current processes.
17. formulating new production processes or stages within processes.
18. Working with existing customers to understand their needs better



PROFESSIONAL QUALIFICATION

Certificate Course:

: Maharashtra State Certificate in Information Technology (MS-CIT)

: TALLY 7.2 & 9.0 (May 2008)



SKILLS

- Able to work independently, meet tight deadlines and work under pressure.
- A team player with good interpersonal and communication skills and able to interact with people at all levels.
- Report Generation.
- Excellent in Excel
- Preparing & maintaining daily / weekly / monthly reports.
- Excellent numerical ability.



PERSONAL DETAILS

- **Name** : Varsha Kisan Taapkir
- **Date of Birth** : 19th April 1988
- **Mobile no.** : +91 9769473368
- **Email Id** : varsha.taapkir@gmail.com
- **Address** : Happy Valley Hos.Soc.Cop. Ltd Bldg. no: A-18 Room no: 103 1st floor
Manpada near Tikujiniwadi Thane 400607.

Declarations:

I hereby declare that all the above, information provided are true and the best of my knowledge.

Place: Mumbai

Date:

Varsha Kisan Taapkir