



**I complete my work with confidence and honesty.**

I have 10 years of Domestic Industrial market experience in Business Planning, Business Development, sales and marketing, Vendor management, OEM Approval and recommendations and I enjoy applying these skills and creating an impact within the organization.

## CONTACT

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### Professional Development

- “Water Safety and Searching” Training conducted by Underground Water Supervision and Development System & UNICEF

### Computer Knowledge

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

# AMOL SHINDE

SALES EXECUTIVE.

## SNAPSHOT OF WORK EXPERIENCE

Arabian Petroleum Ltd. - Ambernath, Thane. - Sales Executive  
2015 to Till date.

Sulaki Chemicals Pvt. Ltd. - Lote, Ratnagiri - Administrative junior officer.  
Nov 2010 to March 2015.

IRB PVT LTD. CO, Dombivali, Mumbai, Maharashtra - Computer Operator  
June 2010 to Nov 2010.

PanalotKshetraVikas, Jalsandharan-Mruda/VanikaranSamiti  
**Gram-Panchayat, Rictoli, Maharashtra.**  
2009 to 2010.

Gram-Panchayat, Rictoli, Maharashtra, India - Clerk on part time basis  
2008 to 2009.

## EDUCATION

- **BMS (Bachelor of Management Studies) - Pursuing Graduation.**
- **HSC - SCIENCE. COMPLETED 2008.**

## CORE SKILLS

- **Business Planning & Operations.**
- **Strategic & Tactical Planning.**
- **Sales and marketing.**
- **Original equipment manufacturer approval and recommendation.**
- **Business Development.**
- **Vendor development.**
- **Establishment and development new product in new market.**

## DETAILED WORK PROFILE

### ARABIAN PETROLEUM LTD. - AMBERNATH - THANE. SALES EXECUTIVE.

#### Key Tasks:

- Maintains relationship with clients by providing support, information, and guidance; researching and recommending new opportunity; recommending profit and service improvements.
- Selling product by establishing contact and developing relationships with prospects; recommending solution.
- Developing distributor and dealer network.
- Identifies business opportunities by identifying prospects and evaluating their position in the industry; researching and analyzing sales option.
- Identifies product improvements or new product by remaining current on industry trends, market activities and competitors.
- Prepare reports by collecting, by analyzing and summarizing information as & when required.
- Maintaining quality service by establishing and enforcing organization standards.
- Maintaining professional and technical knowledge by attending educational workshop / training session.
- Contributes to team effort by accomplishing company's goal and sales target.
- Responsible for assigned sales targets (monthly, quarterly and annually).
- Maintaining relationship with target customers, customer service, sales support and sales.
- Cold calling to arrange meetings with potential customers to prospect for new business.
- Responding to incoming mails and phone queries.
- Proper execution of order and dispatch it on time.
- Follow up for payment.
- Develop a new product for the client. And taking a test and preparing a report of that test.
- Looking out direct **OEM recommendation** tie up with the company as the part of my job profile.

### SULAKI CHEMICALS PVT LTD. - Administrative junior officer

#### Key Deliverables:

- Preparation of Monthly Excise Reports such as ER-1 Returns, Daily Stock Statement.
- Maintaining various Registers such as RG-1 \ PLA, RG-23A (Part I & II ), Form IV Register, Procurement Register.
- Allocating the Raw Materials by In-house Code No.\ Batch No.\ Lot No.
- Checking whether Raw Material has been passed by Quality Control Department & accordingly issuing it to the production dept. as per requisition slip by FIFO method.
- Preparation of Dispatch Report Monthly.
- Involvement in other Regular official activities i.e. like mail communication, Indent preparation & Correspondence (Internal & External) with H.O. follow ups for various information.
- Having good report and communication with the Government Officers whenever required.
- Reporting to Director & Managing Director.
- Preparation of Excise Documents such as Invoices, Delivery Challans, Stock updating.
- Taking care of office routine works.
- Giving information as per requirement to the CERA auditors (Excise Officers).
- Ensuring compliance with all applicable statutory bodies such as MPCB, Factory's Inspector, Labour Inspector, MIDC etc.
- Preparing monthly vendor statement.
- Manpower handling.

**IRB PVT.LTD. CO, Dombivali, Mumbai, Maharashtra**

- Billing in Computer

**PanalotKshetraVikas, Jalsandharan-Mruda/VanikaranSamiti, Gram-Panchayat, Rictoli, Maharashtra.**

**Key Deliverables :**

- Preparation of various Government proposals and sending for Approval
- Maintaining Fund Distribution Register
- Supervising on work of project
- Volunteer on part time basis.