

Pavithra Manikandan

Address: 43 East Street, Pethanaickenpalayam, Salem(D.t), Tamilnadu- 636109, India.

Phone: +91 9003092685

Email: pavi.priscilla@gmail.com

Linked In : [linkedin.com/in/pavithra-priscilla-537bbba2](https://www.linkedin.com/in/pavithra-priscilla-537bbba2)

SUMMARY :

A high performing Administration and Sales coordinator who can be the glue that will keep all of the sales and marketing teams working together. Pavithra has that special touch needed to crank up the performance of sales office staff, increase profitability and improve a company's bottom line results. As someone who operates with a sense of urgency and discipline at all times, she will be very good at running a busy sales office. By being well -groomed and professional in appearance she can confidently interact with individuals at all levels of authority knowing she will be making a good impression on them. Right now, she would like to work for a company that believes in promoting from within.

WORK EXPERIENCE :

Sales Co-ordinator cum Administrative assistants - KEERTHI ENGINEERING, at Hosur from January 2018 to January 2021

- Preparing Sales presentations for Annual Sales Meet.
- Maintenance of Records of the Enquiries/ Quotation & technical designs which has to be converted to Orders.
- Coordinating with Customer Care Dept for early redressal of Customer Complaints
- Dealing with correspondence, complaints and queries
- Maintaining product & customer data base in Ms-Excel.
- Receiving orders in online & processing the orders in excel as well as in company software.
- Preparing letters, presentations and reports

- Maintaining stocks inventory in Ms-Excel and checking it as and when required for enquiry and purchase order.
- Preparing Attendance and Sales reports of Sales Executives.
- Preparing weekly & monthly reports and maintaining consolidated sales data.
- Preparing reports in Power point for Quarterly, Half Yearly meetings.
- Sending and Receiving mails and coordinating with core teams.
- Preparing Minutes of Meeting and Meeting Agenda.
- Maintaining Documents and Preparing MIS Report for Quarterly meetings.
- Preparing Quotation for Clients and forwarding it by mail.
- Follow-up of quotation & enquiry of Clients through mail.
- Solving queries & complaints of the client through E-mail.
- Organizing company events or conferences

Sales Co-ordinator at K-LITE INDUSTRIES - Chennai, from April 2014 to November 2017

- Preparing Quotations based on the Customer enquiries and tender requirements.
- Preparing orders and revising the order as per Client PO in online & processing the orders in excel as well as in company software.
- Follow ups of Quotations & enquiry of Clients through mail. Clarification of queries of the Clients, technical details and suggesting equivalents based on their requirements.
- Linking client to our Dealers at respective areas through mail.
- Following up with Production for schedule and requesting timely update regarding order status to dealers and Clients as and when required.
- Coordination with production team & dispatch team for Status & timely dispatches
- Giving dispatch instructions to Dispatch Team with relevant information for delivery of material and arranging for dispatch of pricelist, brochures and catalogues.
- Checking the availability and delivery of materials from Planning Team, and Production Line Managers.

KEY SKILLS AND COMPETENCIES :

- Know how to influence others, motivate them and also get the best out of them.
 - Have high standards of work procedures, dress, grooming, punctuality & attendance.
 - Always polite and helpful with work colleagues, managers and clients.
 - On a personal level, she excels at making logical, intellectual and critical decisions.
 - Possess excellent telephone etiquette and able to communicate with decision makers.
 - Writing up accurate and grammatically correct sales correspondence.
 - Accurately calculating figures such as discounts, interest, commissions and totals
-

SKILLS:

Multi-tasking
Passionate
Forward thinking
Focused
Hard working

EDUCATION:

ACADEMIC QUALIFICATIONS

University of Madras	2013 - 2016
Master of Business Administration	
Specialization : Financial Management	

DRBCCC Hindu College	2009 - 2012
Bachelor of Science	
Major : Mathematics	