

# Swati Sudrik

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## EDUCATION

2003

# **M. L. Dahanukar College, Mumbai University** | Mumbai, MH  
Bachelor of Commerce

2000

# **M. L. Dahanukar College, Mumbai University** | Mumbai, MH  
Higher Secondary

1998

# **Utkarsh Mandir School, Maharashtra State Board** | Mumbai, MH  
SSC

## EXPERIENCE

10/2004 - 10/2024

**Sales Manager**

**Garima Global Pvt Ltd** | Mumbai

- Responsible for corresponding with international customers regarding inquiries, quotations and commercial negotiations etc.
- Responsible for issuing proforma invoices for customers.
- Responsible for issuing purchase orders to suppliers once order gets confirmed by customers.
- Responsible for finalizing and negotiating with vendors for purchase on behalf of the department to ensure optimum costs are achieved.
- Responsible for ensuring delivery of purchases as per the negotiated price, quality and time.
- Responsible for coordinating with different suppliers by raising inquiries, purchasing orders and receiving materials with quality & timely delivery. In case of rejection follow up for replacement.
- Responsible for preparing a rate comparison statement.
- Responsible for routine correspondence with factories & suppliers.
- Responsible for monitoring stock movement of various plants.
- Responsible for maintaining records of important documents.

## SUMMARY

- Dynamic Sales professional with 20+ years of experience in Automotive Industry.
- Motivated, self-starter with a passion to succeed and desire to excel in the areas of Sales
- Good communication skills, interpersonal skills, self-motivated, quick learner, team player, good leadership qualities
- Believe in a win-win situation where the organization and I benefit from each other
- Flexible and versatile to adapt to any new environment and work on new assignments.

## SKILLS

- Client/Stakeholder Management
- MS EXCEL 2010
- MS WORD 2010
- MS ACCESS 2010

## PERSONAL DETAILS

- Date of Birth - 21<sup>st</sup> January 1983
- Gender - Female
- Marital Status - Married
- Nationality - Indian
- Languages - English, Hindi & Marathi
- Passport - Available
- Address - Goregaon (East)

- Responsible for preparing purchasing MIS reports.
- Arrange for disposal of surplus material.
- Responsible for handling staff administration.
- Responsible for travel arrangement and hotel booking and compile routine exceptional reports for MD.
- Responsible for handling all the correspondence (like emails, fax & telephone calls) of MD.

12/2003 - 10/2004

**Office Executive**

**M. R. Sharma & Company (C. A. Firm) | Mumbai**

- Preparing letters related to income tax office.
- Assist in preparation of profit & loss a/c, balance sheet.
- Assist in preparing stock statements.
- Entries of purchase, sales, receipt & payment in Tally 4.5
- Preparing profit & loss account & balance sheet of an individual.
- Preparing MIS reports.

01/2001 - 12/2003

**Office Assistant**

**Life Insurance Corporation of India | Mumbai**

- Taking daily follow-up of agents.
  - Giving information & changes about new plans to agents.
  - Informing about pending proposal to agents.
  - Registration of proposal forms.
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