

Preeti Bhandari

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BRIEF OVERVIEW:

- a) Expertise on procurement of non-ferrous metals for Oil & gas, petrochemical industries for foreign customers & Aviation Spares including POL & GSE's.
- b) Experience in all logistic support for customer's satisfaction.
- c) Experience in Sales, Procurement & business development.

EXPERIENCE:

A M Engineering Services, Dadar (Mumbai)

Senior Sales/ Business Development cum Purchase Manager,
April 2018- Present

AM Engineering Services is an indenting agent help Indian customers (such as End users/ OEM/ EPC/Fabricators/ Traders etc.) to source raw material in ferrous & non-ferrous metals which are rare to find in India via overseas principal's mills / stockiest from Europe / USA / Russia/ Korea/China etc.

Apart from above help overseas customer to source material from Indian manufacturers for their stock requirement.

Industries serve: Oil & Gas, Petrochemicals, Aerospace, Medical etc.

Roles and responsibilities (Sales cum Business Development):

- Highly skilled in greeting & attending clients & replying to all their queries.
- Enquiries received from customers check if sizes qty form is correct. Analyse enquiries, look for appropriate vendor & then process/ float enquiries to overseas suppliers. If not received follow-up from suppliers.
- After receipt of offers from all suppliers analyze & check if they have quoted as per enq in case of any deviation highlight the same /in case of discrepancies get it corrected from supplier.
- Once all offers are received make a comparison sheet & check the L1, L2 & L3 suppliers.
- Quote to customer based on L1 supplier/ best offer.
- After submission of offer follow up from customer get their feedback techno commercial points, if there is technical requirement get offer technically

approved. Once approved, technically discuss commercial terms with customer (such pricing, delivery time, delivery basis etc).

- Once techno- commercial terms met & agreed by customer to release Po.
- Follow up for Purchase order. After receipt of the same check all the important points agreed during discussion & pass the PO to orders processing team.
- Following up with customers for after sales on their feedback on supplied products & maintain relation with customers.
- Be in touch with customers, look for potential customers & develop new customers.
- Find potential / prospective customers & contact them introduce our company & our principals to customers & try to generate customers.
- Maintain data of customer in excel sheet & inform director for the same. If possible, arrange meeting with new customers & arrange meeting via team meetings & give details to director for visiting customers.
- Freeze Schedule for director by call & email for meeting new customers.
- Take report / Minutes of meeting (MOM) from directors & note important points discussed during meeting & prepare notes & send report to overseas principals.
- Visit Exhibitions with Marketing Director for exploring new customers & checking opportunities with targeted customers in the exhibition.

Roles and responsibilities (Purchase):

- Check for enquiries received from overseas customers (Europe).
- Check the list of approved manufacturers for the customer & allocate enq based on their production capability / capacity etc.
- In case of new vendor get the mill audited for our customer & once audit is successful & Vendor is approved by our customer.
- Float enquiries based on mill production capability to approved Vendors.
- After receipt of all offers from Indian mills check the most competitive offer, prepare comparison, & send the same to client for order proposal. Call customer & follow up for proposal in case customer has some doubt regarding supplier clarify the same.
- Once order proposal received from customer, process the counter to Indian manufacturer & negotiate with Indian manufacturers & get best possible discount from Indian manufacturers for the same.
- After negotiation & receipt of final price from Indian manufacturers send the same to Customer & if check counter is met. Follow up from overseas principals for formal Po.
- Formal PO to be checked & forwarded to Indian supplier with all related techno commercial documents as received from customer.

AIRBORNE SYSTEMS FZE, Dubai (UAE)
Logistic Executive,

Feb 2016 – March 2017

A trading company supporting various Military/Air Force & Commercial aircraft for their spares, POL & GSE's. Expert in supporting F16, Mirage, C-130, Boeing. Beechcraft, Gulfstream, Airbus & Bombardier etc.

Roles and responsibilities:

- Ensure all RFQ/RFP's received from customer are attended & segregated to aircraft & commodity wise for easy sourcing.
- Float enquiries received through search engines like ILS Mart & Part Base etc. & also float enquiries through email to the quality approved suppliers/OEM.
- All quotes are delivered to customer before closing date with most options to customer for finalizing order.
- Coordinate with supplier's/OEM's for delivering the material in most economical, safe & timely manner for achieving suppliers customer satisfaction.
- Exploring & registering new accredited with quality standard AS9120 A & REV.B.
- Ensuring proper comparison of quotes from suppliers & negotiated to be best before awarding order.
- Raising PO to suppliers & acknowledging PO from customer after scrutinising the received order.
- Tracking all open PO's of suppliers & required follow-up & updating customer for any unforeseen delay.
- Preparing all documents including Invoices & Gate Pass to be accompanied for delivering the material within UAE.
- Handle customer queries independently & reporting to Director for all escalations.
- All discrepancies are attended with high priority & corrective actions for non-recurrences.
- Ensure to adhere the customer policies as per customer agreement for being the best supplier to be preferred.

Powermaster Engineers Pvt. Ltd., Vasai (Mumbai)
Admin. Supervisor,

Jan 2012 – NOV 2015

An Engineering firm involved in manufacturing various types of Heavy Duty Bolting Tools for all Engineering industries with ISO9001:2008 certification and exporting to various countries.

Roles and responsibilities:

- Highly skilled in greeting & attending clients call for all there queries.
- Liaisoning all international & domestic suppliers for their factory visits.
- Ensuring visits of suppliers are provided with best services for better returns.
- Following up with customers for after sales.
- Keeping track of all calibrated items & there timely re-certification from NABL accredited lab.
- Ensuring all repair tools Proforma Invoice is raised & send to customer.
- Material inward & outward are recorded & accounted properly in Tally ERP.
- Preparing all indents, PO and forwarding it to vendors.
- Assisting Admin Manager in day to day office correspondence to customers and vendors.
- Follow up of payments from customers.
- Follow up of Form C from customers.

Enkay Florals Pvt. Ltd. (back office cum accounts) & Mumbai
Office Assistant

Oct 2010 – Nov 2011

A manufacturers and suppliers of Perfumers, Flavorists, Producers of Spice Oils, Concretes and Absolutes etc.

Roles and responsibilities:

- Preparing purchase and sales invoices in Tally.
- Assisting with all back office and accounts related works including making cheques.
- Maintaining all data in soft copies
- All office day-to-day jobs on computers with MS office.
- Follow up with clients.
- Reporting to Admin Manager.

I.C.A. (Institute of Computer Accountants), Mumbai

An Institute providing govt. approved courses for accounting professionals.

Management Trainee

May 2009- Aug 2009

Roles and responsibilities:

- Handled Examination Department for all Courses, including conducting online examinations.
- Assisting all administrative activities.

EDUCATION:

Qualification	Year	Board/University	School/College	Class
X (SSC)	2004-05	C.B.S.E	Kendriya Vidyalaya, Arrakonam, Chennai	II
XII (HSC)	2006-07	C.B.S.E	Kendriya Vidyalaya No.2, Mumbai	I
B.A. (Bachelor of Arts)	2009-10	Mumbai University	K.C College, Churchgate	I

PROFESSIONAL DEVELOPMENT

- Diploma in Industrial Accountant + FOA from ICA - Mumbai.
- Exposure to MS-Office, Windows, Coral draw and Photoshop & Internet.
- Conversant with Pentagon, ILS Mart, Part Base & ERP.

STRENGTHS

- Strong statistical capabilities and affinity to learn & improve.
- Passion & very creative in work.

PERSONAL DETAILS

Date of birth : Oct 13, 1989

Marital status : Married

Father's name : Shri BS Bhandari
Husband Name : Mr. Aakash Rawat
Nationality : Indian
Passport Details : N2681009 valid until 19.08.2025
Languages known: English & Hindi

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