

SURESH TIWARI

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BRIEF OVERVIEW

- ➔ Working with MSC Agency (I) Pvt Ltd. as an Assistant Manager - Sales.
- ➔ Worked with Atlas Logistics Pvt. Ltd. for 1.7 years as an Assistant Manager – Sales.
- ➔ Worked with Kerry Indev Logistics Pvt Ltd for 1.7 years as a Senior Executive - Sales.
- ➔ Worked with DHL Logistics for 3.1 years as a Customer Service Executive (Vadodara) & Senior Executive- Sales Support. (Ahmedabad).
- ➔ Worked with NESL for 2.6 years Vadodara as an Office Assistant.
- ➔ Capable of adapting, implementing and ensuring smooth functioning of operations related functions with a view to ensure maximum efficiency.
- ➔ Abilities in grasping new technical concepts quickly and utilizing them in a productive manner.
- ➔ Detail-oriented with an analytical bent of mind and positive attitude.

WORK EXPERIENCE

MSC Agency (I) Pvt Ltd, Vadodara

Asst. Manager - Sales

Sep 2021- Till

Key Deliverables

- ➔ Managing Sales & Attaining company sales target with dead line.
- ➔ Offering assistance related to ongoing market research & analysis.
- ➔ Administering sales on associated booking / sales software and management information system.
- ➔ Establishes and maintains relationships with industry influencers and key strategic partners.
- ➔ Monitors competitor products, sales and pricing activities and make adjustments in sales approach to maintain a leadership position.
- ➔ Grows existing business and establishes and pursues leads which will develop business.
- ➔ Develop and maintain a regular pattern of sales calls, meeting with principals of target market.

Atlas Logistics Pvt. Ltd, Ahmedabad / Vadodara

Asst. Manager- Sales

Jan 2020- Sep 2021

Key Deliverables

- ➔ Develop business plan & implement the same to achieve sales target.
- ➔ Responsible for sales for Gujarat Region for both the verticals, air & ocean for export and import respectively.
- ➔ Negotiation with shipping lines on freight Parts.
- ➔ Creating SOP for the customers and ensure strict compliance of SOP.
- ➔ Liaise with Shipper for planning & execution of consignment and Finance team for raising invoice with perfection as per Rate Agreement.
- ➔ Meeting business goals and complying with financial control requirement while adhering to logistics' best practices

Kerry Indev Logistics P. Ltd, Ahmedabad

Senior Executive- Sales

May 2018-Dec 2019

Key Deliverables

- ➔ Development of Business and targeting medium & large size customers.
- ➔ Building rapport and trust with customers by being informed about customer's business and the market.
- ➔ Recommending solutions based on customer needs by using industry knowledge.
- ➔ Thorough knowledge of Export & Import Management Cycle and handsome experience on current freight forwarding (AIR/SEA), customs clearance & end-end logistics solutions.
- ➔ Negotiation with shipping lines on freight Parts.

- ⇒ Support customer retention by conducting joints visits with Product, CS, TLM.
- ⇒ Using network support to offer different services to customers.
- ⇒ Proactively update/communicate and maintain customers and business owners of shipments on issues, delays, exceptions and discrepancies.
- ⇒ Stretch self to deliver the commitments with better & proactive approach.
- ⇒ Constant improvement of existing procedures and working environment to advance service levels to customers.

DHL Baroda /Ahmedabad

C S/Sr. Executive M. & S. Support

May 2015 to May 2018

Key Deliverables

- ⇒ Working on the inquiry of different customer according to their requirements.
- ⇒ Communication with overseas offices on charges, based on the term of Shipment.
- ⇒ Ensure prompt and timely responses, to both internal and external customers.
- ⇒ Follow up for business for existing accounts.
- ⇒ Generating Sales report on weekly basis.
- ⇒ Coordinate with S/line, custom house agents / transporters & other business partners to get fast response.
- ⇒ Constant improvement of existing procedures and working environment to advance service levels to customers.
- ⇒ Rate negotiation to maximize the GP.
- ⇒ Dealing with high valued customers on personal rapport.

Working with NESL, Vadodara

Office Assistant

November2012– April 2015

Key Deliverables

- ⇒ Working on ERP (SCM) Tool of Reliance.
- ⇒ Preparing Invoice.
- ⇒ Maintaining MIS on daily basis.
- ⇒ Ordering for Material/Indent Planning.
- ⇒ Doing MRS (Material Receive Statement).
- ⇒ Co-ordinating with clients to release payments.
- ⇒ Internal Audit of stock done by visiting different sites & plants.
- ⇒ Maintaining stock details on daily bases.
- ⇒ Handled internal purchase of branch by taking approval from Branch in – Charge.

SCHOLASTICS

- ⇒ **Executive MBA** from Swami Vivekanand University in Material Management in 2014.
- ⇒ **MIS** from NIIT, Vadodara in 2011.
- ⇒ **B.Com** from M.B.Govt.P.G College, Haldwani, Kumaun University (Nainital) in 2006.
- ⇒ **XII** from Maharishi Vidya Mandir, Haldwani, Nainital (U.P) from CBSE Board in 2002.
- ⇒ **X** from Beersheba Sr. Sec School, Haldwani, Nainital (U.P) from CBSE Board in 2000.

WORKSHOP / SEMINARS

- ⇒ Role of Motivation
- ⇒ Body Language
- ⇒ Leadership

ACADEMIC PROJECT

Organisation	NIIT, Vadodara
Title	Customer Relationship Management
Duration	1 Months
Description	The project was based at meeting the concern person in mall who are taking care of Relationship Management and even visited to banks in the city, checked parameters regarding the services and shared the feedback.
Organisation	NIIT, Vadodara
Title	Business Process Outsourcing

Duration	1 Month
Description	The project was based on BPO, collected the primary data by meeting the people who are Working in BPO and secondary data collected through internet

EXTRA CURRICULAR ACTIVITIES

- ⇒ Actively took part in Volley ball and even cricket held at Aditya Birla Minacs in 2011-2012
- ⇒ With the help of NIIT, taken part in Marathon in 2010

IT SKILLS

- ⇒ MIS
- ⇒ MS Office (Excel, PowerPoint, Word & Outlook).

PERSONAL DOSSIER

Date of Birth	23 rd November 1983
Present Address	A/3 Shree Ram Park Soc. B/H Umiya Nagar Soc. New Same Vadodara - 390024
Permanent Address	Rampur Road, Katha factory, Near New Rice Mill, Village-Manpur (West), Haldwani, Nanital (Uttarakhand) Pin Code-263139
Languages Known	English, Hindi & Gujarati