

# SANDHYA KAUSHAL

OPERATIONS – BACK OFFICE/PROJECT/SALES COORDINATOR

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**Joining Availability: Immediately**

## EXPERIENCE



### Sales/Project Coordinator

Rudra Blades & Edges Pvt. Ltd.- Nov'2019 – June'2020

Fides chemical and commodities Pvt. Ltd.- Oct' 2020 – Aug' 2021

#### Accomplishments:

- Coordinate requirements gathering sessions and reviews with users to clearly define and document.
- Coordination with clients and management team to ensure the milestones of the projects are met and required deliverables are done on time.

#### Key Roles & Responsibilities:

- Payment Follow ups with Client and ensure to collect them before or on due dates.
- Coordination with employees & Project Managers/Clients for successful execution of projects and follow up on project activities and deadlines
- Helps to facilitate the day to day running of projects Administration.
- Manage the Procurements, Vendor invoices and Payments.
- Preparation Of Expenses reports, Preparing of Day-to-Day travel List with Expenses.
- Develop positive relationships with managers and staff to enable the Projects to provide support
- including facilitation, tracking and reporting on projects, and training.
- Develop and maintain a basic understanding of customer policies and procedures as relevant to
- Taking care of Administration purchases, Pantry items, Stationary materials etc.
- Arrange corporate travel and meetings by developing itineraries and agendas, visas, scheduling flights,
- booking other transportation, arranging lodging and meeting accommodations.
- Attending the Office Guest

### Sales Coordinator

Unimark remedies Pvt. Ltd.

Feb 2012 – Oct 2015

Universal Medicare Pvt. Ltd.

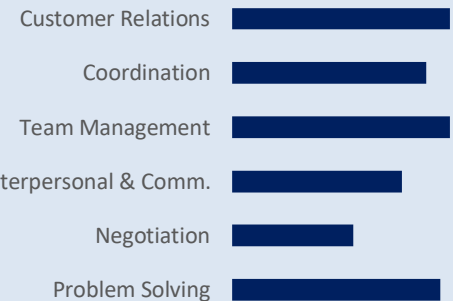
Dec 2008 – Feb 2012

- Team Management of around 5 Medical Representatives.
- Payment Follow ups with Stockiest and ensure to collect them before or on due dates.
- Assist to RSM (Reginal Sales Manager) in daily activity & reports
- Visit to Doctors on Need basis and collect their feedback and response for Medicines and field Executives.
- Check all Daily reporting's of Sales Executives and provide them sales targets decided by management.

## MOST PROUD OF

- Employee of the Year for an exceptional performance.
- Bronze cheers Award for extraordinary contribution on a monthly basis.

## STRENGTHS



## AREAS OF OPERATION



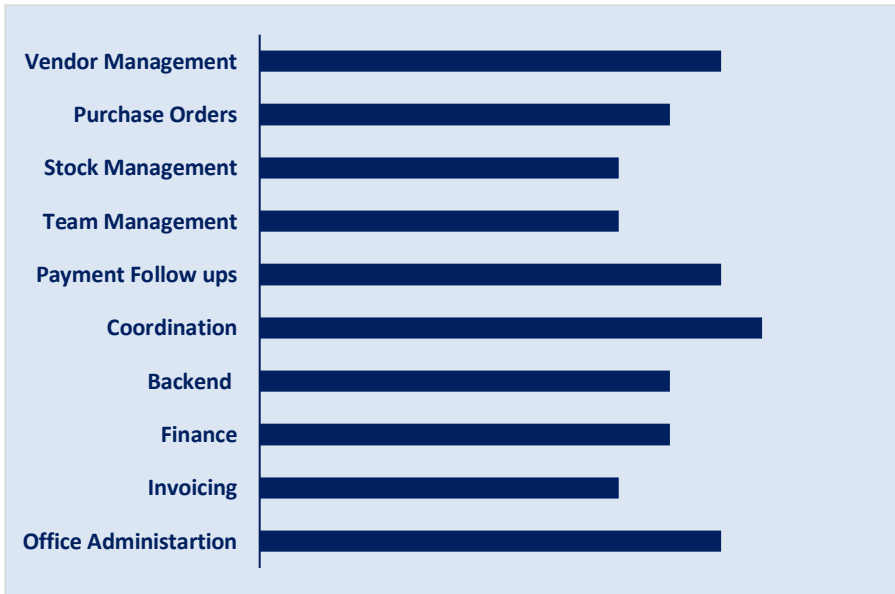
- Periodical monthly yield reports rework data, shipment, future production forecast & Monthly tracking report.
- Data / Requirement Gathering.
- Monthly sales and booking forecasts.
- Client relations and management.
- Process improvements to increase the efficiency of the yield by introducing user friendly process, Different production layout (Lean Layout).
- Customer satisfaction focus

- Verify all Expenses report submitted by Sales executives and ensure there should not be any false expenses submitted.
- Prepare the Sales Projection report and share with higher management (VP and Director).
- Ensure the availability of the stocks at Pharmacies and track the records.

### Key Performance Areas

- Sales Planning & Scheduling
- Cold Calls and Lead generations
- Customer Relation
- Demand Management
- Financial Management
- Payment Follow ups

### CORE COMPETENCIES



### PERSONAL DETAILS:

Date of Birth: 1st July 1989  
 Marital Status: Married

### SCHOLASTICS

**B.A.** – In 2008, from Awadh University

**MBA (Operations & International Business)**  
 – Perusing (2<sup>nd</sup> Year)

### LANGUAGE PROFICIENCY

