

CURRICULUM VITAE

Aziz Thandlawala

+91 99609 51125

Executive – sales

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❖ **OBJECTIVE –**

- To enhance my knowledge in every field of work and strive to get the best results. I would like to obtain a position that utilizes and further develops each of my skills and will allow me to work my way up into a position of more responsibility.
- Ready to accept new challenges and perform up to the mark.
- Performance-oriented Sales offering exceptional record of achievement. Tenacious Executive with strategic and analytical approach to solving problems, bringing in customers and accomplishing profit targets. Talented in identifying and capitalizing on emerging market trends and revenue opportunities.

❖ **SKILLS –**

- Business Development & Planning.
- Account management.
- Solution Selling.
- Sales reporting.

❖ **PERSONAL INFORMATION –**

- Name : Aziz Thandlawala.
- Address : A/201, Gaurav Apt, Sainagar,
Vasai (West). Thane – 401202.
- Date of birth : 29th December 1990.
- Languages : English, Hindi, Gujarati
- Nationality : Indian

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❖ WORK EXPERIENCE –

➤ ***Signet Excipients Pvt Ltd.***

EXECUTIVE SALES – Aug 2020 – Aug 2021.

- Establish and maintain good relationship with the Clients.
- Engage with existing clients and ensure complete understanding of their requirements.
- Actively seek various customer requirements and coordinate for the same with the other departments.
- Update the clients regularly about the company progress and development.
- Attend customer complaints and queries.
- Travel to interact and build relations with customers.
- Operations Management (Sales).
- Quotations to clients and regularly follow-up.
- Meet and surpass set sales targets.
- Work in liaison with technical personnel to make product presentations to customers.
- Liaison with accounts department for timely payment realizations.
- Regular interaction with Principals.
- Update professional knowledge by attending technical seminars held by Principal.
- Represent the company at trade exhibitions, events and demonstrations such as CPHI.
- Monitor competition by gathering current marketplace information on pricing, products, new products, delivery schedules etc.

➤ ***Signet Excipients Pvt Ltd.***

EXECUTIVE ASSISTANT (SALES) – Jan 2019 - July 2020

- Daily, Monthly reports & MIS of Sales.
- Preparing Quotations & Proforma invoice.
- Working on import statistics of all the products.
- Payment related queries (Advance, Outstanding's, Debit note, Credit note etc.).
- Customer visit reports, Principal reports.
- Rate amendments if required.
- Solving Technical & Quality related issues with the help of concern departments.

➤ ***Parle Elizabeth Tools Pvt Ltd.***

SALES CO-ORDINATOR – April 2016 - December 2018

- Generating tablet tooling Inquiries from pharmaceuticals companies.
- Generating New Customer for Orders and Enquiry.
- Generating tooling and tablet drawings.

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- Framing quotation & correspondence letters, emails etc. on business behalf.
- Follow up for Purchase orders from Customers.
- Coordinating with the production team to know the status.
- Looking timely dispatches of the sales orders, thereby ensuring timely deliveries.
- Analyzing the particulars of the various documents like invoices.
- Generating daily reports & MIS Reports.
- Efficiently maintaining confidential documents and reports.
- Payments follow-ups from clients

➤ ***Convergys Streams Pvt Ltd.***

TECH SUPPORT ASSOCIATE – June 2015 - November 2015

- Awarded as CUSTOMER SERVICE EXCELLENCE award for outstanding achievement in customer service week 2015.
- Solving issues for HTC devices.
- Providing information on different devices.
- Taking new enquiries.

❖ **EDUCATION –**

COURSE	BOARD/UNIVERSITY	YEAR
Third Year in Bachelor of Commerce	Mumbai University	2011
Higher Secondary Certificate	Maharashtra Board	2008
Secondary School Certificate	Maharashtra Board	2006

❖ **HOBBIES –**

- Music
- Travelling
- Photography.

Date –