



HILLARY APTS, FLAT NO. 101, NAVGHAR ROAD, JANAKPURI  
COMPLEX, NR. SAI BABA MANDIR, VASAI E, DIST. PALGHAR -  
401 208 CONTACT NOS : 9004099426.  
EMAIL: [BHOSLEPAULUS7@GMAIL.COM](mailto:BHOSLEPAULUS7@GMAIL.COM)

## PAULUS VILSON BHOSLE

### OBJECTIVE

To achieve excellence at all levels in my job and be a good team member.

### BUSINESS EXPERIENCE

Working for M/s. Stancor Tubular Products Pvt Ltd, Fort, Mumbai 'Manufacturers & Suppliers of SS Pipe, CS Pipe, Seamless Tubes, Alloy Steel Plates, Rockstar Plates, Boiler Plates as a 'Head – Operation's' from 2<sup>nd</sup> Jan 2021 to till date.

1. Managing day to day business activity of the operations department while balancing the responsibilities of various business lines such as business analysis, purchase, quality, logistic, vendor, and risk management.
2. Playing a significant role in long-term planning, project status reporting, and implementing change control processes.
3. Collaborating with other back-office team members to ensure seamless business execution, reinforce positive morale, and uphold company values.
4. Establishes and maintains credible, professional relationships with clients, internal business lines, and external vendors.
5. Staying up to date on industry regulations, trends, and technology.
6. Working closely with management team to ensure all operational, administrative, and compliance functions within the firm are being properly executed in accordance to regulatory-based best practices.
7. Arranging reports weekly, monthly, quarterly, and annual metrics
8. Co-ordinating with TPI for inspection of material. Co-ordinating with department official for clearance note for dispatch of material.

### WORK EXPERIENCE

Worked for M/s. K R Steel Tube Co, Majid, Mumbai 'Dealers of Jindal Saw Ltd as 'Manager Marketing & Commercial' since 11<sup>th</sup> Nov 2013 to 15<sup>th</sup> Dec, 2020

#### Marketing :

1. Visiting the customers, Negotiation & Finalization of Orders.
2. Handling Government bodies like BMC, PCMC, PMC, BARC, Municipal Corporation, etc...
3. Handling & visiting Private Customers like Laxmi Civil, Sheth & Sura, Shonan Engg, Arihant Constructions, BVG India, Reena Engg, SMC Infrastructure, etc...
4. Keeping / tracking record of upcoming projects & updating the status of same to top level officials.
5. Preparing & submission of Tenders. Attending Prebid meetings.
6. Maintaining MIS like Sales, Outstanding, Payment, C-Forms, etc..
7. Attending customer enquiries and providing feedback
8. Preparing Commercial Offers.

Contd...2/-

9. Preparing Sales Invoices, MVAT Returns, Uploading request for Issuance of C-Forms & Commission Bills.
10. Follow-ups for BG, LC, E-1 Forms & C-Forms.
11. Maintaining Customer Records / Database.

## **WORK EXPERIENCE**

---

Worked for M/s. Jindal Saw Ltd, Pune as a 'Asst. Manager Sales Co-ordinator' in IPU Division – D.I Pipes reporting to DGM – Marketing since 1<sup>st</sup> Feb, 06 to 30<sup>th</sup> Sept, 2013.

### **Marketing :**

1. Visiting private customers, discussing their requirement of DI Pipes, Sending Commercial Offers, Negotiation / Finalization of orders as per the guidelines provided by management.
2. Visiting Government Bodies like MJP, Municipal Corporation, Zilla Parishad, etc Collecting data of upcoming business / Tenders.
3. Maintaining MIS of upcoming business & following up the same with concerned authorities on regular basis.
4. Preparing Direct Supply Tender Documents, Submission of Tenders, Attending Pre Bid meeting, Attending opening of Tenders.
5. Sending Enquiry Appraisal Form to Head Office & requesting for competitive price for big tenders.
6. Maintaining Customer Records / Database

### **Order Execution :**

1. Receiving Orders, Verifying the same, Preparing Check list, Realisation Sheet.
2. Requesting SAP team to create customer code.
3. Processing the order in SAP.
4. Coordinating with Head Office for Order Acceptance.
5. Sending the Order Acceptance to concerned customers.
6. Requesting customers to release payment as per the P.O. terms (i.e. 100% advance against Proforma Invoice or against BG with 30 days credit or against LC with 30 days usance period).
7. Sending the Proforma Invoice.
8. Following up with customer for Payment / BG / LC.
9. Emailing Payment Collection details / BG details to Head Office & requesting their clearance for dispatch of material.
10. Preparing dispatch plan.
11. Coordinating with factory for dispatch of material.
12. Downloading dispatch report from SAP.
13. Emailing the dispatch details to concerned customers & requesting them to make arrangement for unloading of pipes.

### **Commercial :**

1. Making available all the dispatch documents like Invoice, Delivery Challan, Test Certificate and Third Party Inspection Certificate to all the customers on time.
2. Preparing various MIS reports like Orders Booked, Orders Lost, Upcoming Business/Tenders, Expiring BG / LC, Collection & Outstanding.
3. Sending letter to Customer Bank & requesting for Extension of BG / LC.
4. Reconciling customer ledger account with our ledger accounts.
5. Preparing & signing of MOU with customer for tenders.

6. Understanding and trying to solve commercial related issues of customers.
7. Sending PAC Format, Excise Notification as and when required by private customers for availing Excise Exemption. Arranging Excise Exemption Certificate (PAC) from Government departments for direct supply order.
8. On quarterly basis following up for C-Forms.
9. General keep up of the office & easy availability of data & information from the files.

### **WORK EXPERIENCE**

---

Worked for M/s. Garware – Wall Ropes Ltd , Byculla, Mumbai as a ‘Sales Administration Officer’ in their Industrial Product Division reporting to Asst. General Manager – Marketing since 1<sup>st</sup> June, 2005 to 31<sup>st</sup> Jan, 2006.

1. Preparing Indent & Forecasting.
2. Co-ordinating for preparation of Despatch Advice and Co-ordinating with Logistic for execution.
3. Attending Customer, Dealer complaint/enquiries and providing them feedback.
4. Preparing Collection Plan & payment follow-ups.
5. Preparing Payment forwarding Note.
6. Preparing Commercial Offers & Tender Documents.
7. Preparing Sales, O/s, Inventory & various reports.
8. Maintaining Sales, O/s, Inventory records Sales Officer Wise/ Area Wise/ Product Wise.
9. Attending Sales Officer queries and extending Material Logistic related Services.
10. Maintaining data on Sales Officer Tour Program, Dealer Wise/Sales Officer wise Sales Plan, Taking Management Sanction for Price Realization, & Preparing Monthly Target V/s. Achievement Report Sales Officer Wise / State Wise / Product Wise.

### **WORK EXPERIENCE**

---

Worked for M/s. Ashco Industries Ltd, Andheri (E), Mumbai as a “Sales & Service Co-ordinator” in their Jewellery Division reporting to a Branch Manager since 1<sup>st</sup> August 2000 to 31<sup>st</sup> May, 2005.

1. Co-ordinating for Sales and Service activities
2. Attending customer enquiries and providing feedback
3. Preparing Commercial Offers / Service Contract agreements.
4. Preparing Sales & Service Invoices.
5. Payment follow-ups / C-Form & GE- Form follow-ups.
6. Maintaining Customer Records / Database

### **APPRENTICE SHIP**

---

12-10-1998 to 10-10-1999      N.O.C.I.L – Vashi

*Computer Operator*

Worked for HR – Personnel activities

### **EDUCATIONAL QUALIFICATION**

---

\* March 1995      Maharashtra State Board

Mumbai

*S.S.C*

- First Class with 68.14 %

\* March 1997 Maharashtra State Board Mumbai  
*H.S.C*  
■ First Class with 66.00 %

\* April 2001 Mumbai University Mumbai  
B.Com.

### **COMPUTER LITERACY**

---

\* 01-08-1997 to 31-07-1998 I.T.I - Byculla Mumbai  
*Data Preparation & Computer Software (DPCS)*

\* 12-10-1998 to 11-10-1999 I.T.I - Byculla Mumbai  
National Council for Vocational Training (NCVT)

### **VOLUNTEER EXPERIENCE**

---

Participated in Social Service Camps during School / College education.

### **LANGUAGES**

---

English, Hindi & Marathi.

### **DATE OF BIRTH**

---

25<sup>th</sup> December, 1977.

### **PASSPORT DETAILS**

---

Passport Number : E1831115.  
Date Of Issue : 24-04-2002.  
Date Of Maturity : 23-04-2015.

### **REFERENCES**

---

1. **Mr. Vijay Shah – Padmavati Construction**, Kalyan  
Mobile : 9322242108.
2. **Mr. Suhas Nawathe** - HR Manager  
M/s. Webaroo Technology India Pvt Ltd, Powai, Mumbai.  
Mobile : 9820432864

Date : \_\_\_\_\_

Place : **Mumbai.**

\_\_\_\_\_  
**Paulus V. Bhosle**

