

RESUME

Name: Shubhangi N. Mestry

MOBILE NO: 7045173909

E-mail : shubhangi.sutar88@gmail.com

Objective:

To achieve success in the industry with my dedication and hard work. Facing Challenges and meeting deadlines are my strengths. Looking forward to work in challenging & learning atmosphere, which provides ample opportunities for growth in the MIS field.

Resume Summary

- Reliable self-starter dedicated to complete assignments and meet deadlines without supervision
- Adaptable to new concepts and responsibilities.
- Proficient in handling diverse tasks simultaneously
- Strong organization and planning skills
- Ability to multi-task with attention to detail
- Strong commitment to cooperative teamwork
- Proficient in Microsoft Excel, PowerPoint, Word, Internet, Account.

Basic Qualification and Achievements:

Qualification	UNIVERSITY	YEAR OF PASSING	PERCENTAGE OBTAINED
B.Com	MUMBAI UNIVERSITY	March-2009	75.14%
H.S.C	MAHARASHTRA STATE BOARD OF SECONDARY & HIGHER SECONDARY EXAMINATION	February 2006	76.50%
S.S.C	MAHARASHTRA STATE BOARD OF SECONDARY & HIGHER SECONDARY EXAMINATION	March 2004	68%

Computer Proficiency

- ❖ Well in Ms-Excel and Basic Knowledge of Computer
- ❖ Fox pro Programming

Typing Speed:- 30 W.P.M

Work Experience

Name of the Organization: - Artline Cosmetics Pvt Ltd (Formerly known as 'Miscos Studio')
Link Road, Borivali (W) Mumbai – 40001

Working as 'Manager - MIS & Sales Co-Ordinator' in Artline Cosmetics Pvt Ltd (Formerly known as 'Miscos Studio') since 27th August'21 to till date.

- ❖ Searching Vendors for Packaging & gathering information related to Product MOQ, Price ,Quotation.
- ❖ Creation & negotiation of purchase order of packaging
- ❖ Arranging the samples and managing packaging product library
- ❖ Support to R & D Team & Customers for packaging
- ❖ Managing Sales Team Overall PAN India
- ❖ Looking Local & Regional Sales, Promotions
- ❖ Planning and directing the hiring & Training of new Sales representatives
- ❖ Directing and coordinating all sales activities locally & regionally including their Performances
- ❖ Preparing Sales budgets, Monthly Projection.
- ❖ Preparation of Daily, Weekly & Monthly MIS (Product wise, State wise, Manager wise MIS to review business)
- ❖ Preparation of Staff & Factory Salary, approving expenditure according to Company policy
- ❖ Maintain Primary, Secondary & Tertiary Sales Database & Analysis to review the business.
- ❖ Working on State wise Price List & Finalization for the same
- ❖ Preparation of Sales Orders from Sales Team & sending to factory on daily basis
- ❖ Follow up on Pending Orders & Payment
- ❖ Follow up with Sales Team, Factory, Super stockiest & Distributor for smooth operations on daily basis
- ❖ Provide Support to Sales Team with Admin Sales Task.
- ❖ Follow up on Product development process & ensure that final products meet customer requirement
- ❖ Provide Strategy for new product development regarding Design & Packaging
- ❖ Tracking Closing stock, Inventory review on monthly basis & ensure smooth operation in channels
- ❖ Sampling of the product & providing to Sales Team State wise.
- ❖ Analysis of E-Commerce Sales (Online) from Sales Portal Website like Myntra,Flipcart,Amazon & Company Website
- ❖ Working on Debtor's & Creditor List & Implementation accordingly
- ❖ Providing Solutions & Strategy on Marketing queries & to grow business.

Name of the Organization: - Ipca Laboratories Ltd
Charkop, Kandivali (W) Mumbai – 40001

Working as 'Sr.Officer - MIS 'in Ipca Laboratories Ltd, since 11th April 2016 to 20th July'2021.

- ❖ Provide support and maintain to existing management information systems.
- ❖ Maintain and monitor project timelines and ensure accuracy in reporting of project status.
- ❖ Ensure all backend and front-end application systems are updated properly to handle new and updated product enhancements.
- ❖ Budgeting of API – Exports & Domestic (Basic & Outstanding Budget)
Zone/Managers/Country/Product wise
- ❖ Managed API - Export & Domestic Project Coordination Team of 40
- ❖ Develops Data documentation to allow for smooth operations and easy system maintenance.
- ❖ Develop and maintain system plan including operational requirements, budget requirements and schedules.
- ❖ Develop and implement Data policies to ensure data accuracy and security.
- ❖ Provide recommendations to update current Data to improve reporting efficiency and consistency.
- ❖ Monitor Data performance regularly to avoid unplanned outages and down times.
- ❖ Comparison of Sales & Budget for last 5 years with current year & review accordingly.
- ❖ Review & Track Monthly, Quarterly, Yearly Sales achievement & Growth of company.
- ❖ Preparation of Monthly Projection of Team. Develop a detailed project plan to monitor and track progress
- ❖ Analyze business information to identify process improvements for increasing business efficiency and effectiveness.
- ❖ Collect necessary specifications for each department and make sure that their requirements are met

Name of the Organization: - Eurolife Healthcare Pvt. Ltd
Elphinstone Mumbai - 400013

Worked as 'Executive Assistant – MIS 'in Eurolife Healthcare Pvt. Ltd, since 16th February 2015 to 14th September, 2015.

- ❖ Inventory Management, Data Management, Data Analysis
- ❖ Collecting and Analyzing database through all Dept.
- ❖ Follow up with Sales Team and all department and coming up with plan
- ❖ Co-ordination with Manufacturing Unit, Sales Team, Distribution Channel.
- ❖ Reporting the Performance of the Business on Daily Basis to external and internal to CEO.
- ❖ Publishing key MIS.

Name of the Organization: - VOV International
Kandivali (E) Mumbai - 400058

Worked as 'Marketing Analyst' in VOV International, since January 2014 to 15th February 2015.

- ❖ Managing sales team in overall India including their performance
- ❖ Preparation & Generation of Marketing & Sales report
- ❖ Inventory Management, Data Management, Data Analysis
- ❖ Collecting and Analyzing database through Sales Team
- ❖ Follow up with Sales Team and all department and coming up with plan
- ❖ Co-ordination with Manufacturing Unit, Sales Team, Distribution Channel

- ❖ Tracking of Sales, solving marketing queries
- ❖ Processing Salary of Sales Team

Name of the Organization: - B2B Leads and Sales Catalyzts Pvt Ltd.
Andheri (W) Mumbai – 400058

Worked as 'Market Research Executive' in B2B Leads Catalyzts Pvt Ltd, since April 2011 to June 2013.

- ❖ Market Research, Primary & Secondary Research, Company Analysis, Data mining & Data Analysis, Database Maintenance, Prospect Targeting, Industry Analysis, Internet Research
- ❖ Selecting the most appropriate research methodology and techniques
- ❖ Interpreting Data, Writing Reports and making actionable recommendations.
- ❖ Collect, analyze, interpret and verify information from a variety of sources (From different Sources)
- ❖ Designing qualitative and quantitative research plans for products in all stages of the product Life Cycle
- ❖ Analyzing and collecting database.
- ❖ Maintaining Sales and Marketing Database in MS Excel
- ❖ Meeting clients to discuss research projects
- ❖ Monitoring the progress of the survey.

Name of the Organization: - Corp Solutions Services Pvt Ltd.
Borivali (E) Mumbai: - 400066

Worked as 'Account Executive' in Corp Solutions Services Pvt Ltd, since November 2009 to March 2011

- ❖ Bank Reconciliation of All Premium Refund, Collection & Operative accounts for the all branches across India.
- ❖ Handling Finance related Queries such as Commission Queries, reissue of cheques.
- ❖ Co-coordinating with the Banks and Branches in overall India to resolve the reconciliation Queries.
- ❖ Preparation of Follow-up Report of All Bank

Personal Information:-

- Name :- Shubhangi N Mestry
- Date of Birth: - 26th December 1988
- Contact :- 7045173909
- Address:- Room no.204, Radhakrishna Apartment, Tank Road, Kandivali Village, Kandivali(West), Mumbai - 400067
- Nationality : Indian
- Languages Known: - English, Hindi and Marathi
- Hobbies :- Listening music, Reading books
- Marital Status : - Married
- Email ID: shubhangi.sutar88@gmail.com
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I hereby solemnly affirm that the above knowledge is true to the best of my knowledge and understanding.

Date:- 16th April'2024

Shubhangi N Mestry

