

## MEGHA M. KADAM



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### Curriculum Vitae

Mob No.+971 54574 7027

Email:megha.mkadam@rediffmail.com

### Summary

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Motivated, highly energetic, outgoing and detail-orientated. Handles multiple responsibilities simultaneously while providing exceptional customer service. Quickly learns and master's new concepts and skills. Passionate about ensuring customers leave business with a positive experience. And to obtain a position in a progressive organization that provides growth, challenging assignments, where my skills be optimum use and contributes towards the common goal of the organization.

### Achievement Analysis

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Boosted sales in west region Motivated, highly energetic, outgoing and detail-orientated. Handles multiple responsibilities simultaneously while providing exceptional customer service. Quickly learns and master's new concepts and skills.

### Highlights/Skills

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- |                                    |                           |
|------------------------------------|---------------------------|
| - Team Management                  | - Detail-Orientated       |
| - Customer Relationship Management | - Budgeting & Forecasting |
| - Strong Communication skills      | - High Growth Strategies  |
| - Flexible schedule                | - Upbeat Personality      |

### Summary of Professional Experience

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#### Working with M/s. Jesons Industries Ltd.

For period April'10 to August'21

**Designation: - Sr. Sales Executive**

Reporting to DGM and Director

#### Organization Overview

Jesons Industries Ltd. we are into adhesive and polymer emulsion products serve diverse markets & have a wide product range that includes adhesives and polymer emulsions based on Acrylic/Rubber & Polyurethane & Vinyl Acetate.

Working in (Pressure Sensitive Adhesive) PSA Dept. handling sales of following products for West Zone:  
**Bondex Tape Adhesive.**

**Profile:**

- ✦ Ensure sustainability & Sales growth of Tape, Leather Adhesive & Pigments.
- ✦ Currently handling around 2300 MT monthly sales in west region.
- ✦ Doing collections of around 18-20 Cr monthly from West region.
- ✦ Maintaining good professional relation with all customers concern to my zone.
- ✦ Co-ordination with factory for timely deliveries as per the schedules.
- ✦ Responsible for dispatches of order, samples in time.
- ✦ Maintaining schedule file & outstanding File on daily basis.
- ✦ Submitting weekly report on the Sales & Collections.
- ✦ Submitting MIS report on monthly basis for MRM.
- ✦ Follow up for outstanding bill payments directly with customers.

**Worked with M/s. Weener Empire Plastics Ltd.**

For period August'07 to April'10

**Designation: - Sr. Marketing Executive**

Reporting to General Manager

**Organization Overview**

Weener Empire Plastics Ltd. is manufacturing a large range of dispensing systems which are sold to various reputed customers. These systems are useful for Cosmetics, Toiletries and Pharmaceutical Companies and are used worldwide by leading manufacturing companies for packing of lotion, shampoo, oil, creams, toothpaste, ointment, fresheners etc.

Working in Marketing Department handling sales for West & North Zone.

**Profile:**

- ✦ Handled enquiries of new customer and answering the queries concern to my area.
- ✦ Responsible for booking the orders and processing the same in our software.
- ✦ Preparing Quotation, Sales Order, Proforma Invoice and look after the dispatch of material in time.
- ✦ Responsible for dispatches of promotion inputs, samples, by proper co-coordinating with suppliers.
- ✦ Preparing & successfully implementing various formats for Sales & Manager reporting format which gives good insight about day-to-day working details & sales performance of the employee.
- ✦ Submitting periodic report on the outstanding bills, ensuring good track of O/s collection, PDC.
- ✦ Rigorous follow up for outstanding bill payment, Achieved monthly targets.
- ✦ Handled disputes related to quality issue, rejection of material, delay in dispatch.

**Worked with M/s. Powerflex Industries**

For period **September'05 to July'07**

**Designation: - Marketing Executive**

Reporting to Director

**Organization Overview**

Powerflex Industries is one of the leading manufacturers and wholesale exporter of Hydraulic Hoses, Hose Assemblies and Hydraulic Pipe Fittings to cater to various industries. Working in Marketing Dept. handling sales for West & North Zone.

**Profile :**

- ✦ Developing new customers and introducing them to our products.
- ✦ Prepared Sales Orders and coordinated with Customers for payments, etc.

**Personal Details**

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|-------------------|---|--|
| Education         | - | Passed B. Com in 2004 - 2005 from Mumbai University.   |
| Computer Literacy | - | Computer Knowledge and well versed with Internet.<br>Programming Knowledge: Tally ERP & 7.2, ERP Navision and Sales Force. |
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- Customer Relationship Management      - Budgeting & Forecasting
  - Strong Communication skills              - High Growth Strategies
  - Born: 24<sup>th</sup> July, 1982 -      Marital Status: Married
  - Nationality: Indian
  - Languages known : English, Hindi, Marathi.
  - Personal traits Confident, Hardworking, Loyal & Team Spirit
  - Strength includes positive approach and communication skills with ability convince people at all levels.