

Neha Sharma

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Experience

- HBEONLABS technology pvt ltd** Aug 2024 - Till date
Inside sales engineer
Job responsibilities:
 - . Working on Zoho software regarding for make quotation,PI , sales order and purchase order.
 - . Find Bom cost and quote to the customer.
 - . Take prices of the vendor for BOM.
 - . Cordinate with R&D department for new RFQ.
 - . Make Design and presentation for advertismment and business promotion.
 - . Vendor and customer data management.
- Dewon electric Pvt Ltd** Jan 2023 - July 2024
Inside sales executive
Key Responsibilities:
 - Sales support :** Working on RFQ and prepare quotation, sales order and P.I.
 - Customer communication :** Addressing enquiries and contact customer and provide technical information.
 - Orders processing:** Cordinate with production team and logistics team to ensure timely processing and delivery of orders.
 - Data Management:** Maintain all sales data like transaction details by using CRM software.
 - Sales reporting:** Prepare sales report and anlayze to track performance of sales team and identify areas of improvement.
 - Marketing support:** Search requirement according market and cordinate NPD department for developments.
 - Manged to sales Team:** Manage all sales team in different zone and provide technical support and help to achieve their targets.
- Mandeep Cables pvt Ltd** Dec 2021 - Jan 2023
CRM (inside sales)
Key Responsibilities:
 - . Customer data Management.
 - . Sales pipeline management.
 - . Lead generation.
 - . Analyzed sales data and prepare sales report.
 - . Worked in RFQ,O2d and customer complain sheet.
 - . Responsible for daily, weekly and monthly commitments for on time quotations.
 - . Track the quotations issued for win rate, processing time, and proportion of clean orders received.
 - . Support Regional Sales Managers and Dealers in technical discussion with customers.
 - . Follow-up with customers over the phone and through personal visits for conversion of assigned quotations to purchase orders.
 - . Review purchase orders received and hand over for execution
 - . Technical and Price offer consolidation and submission in the customer format.
 - . Immediately on receipt, check the PO for compliance with the offer submitted, and officially inform the customer/Sales Manager/ Dealer in case of any discrepancy. Follow-up for order amendment where necessary.
 - . Pass on the clean order, along with all supporting documents to SOM for execution.
 - . Guide SOM to provide order acknowledgement and all necessary documents to the customer. Also track the communication between customer and SOM for smooth and timely order execution, as well as payment process.
 - . Manage change orders to reflect impact on price, delivery, damages, etc.
 - . Support QA team for inspection by liasoning with customer if necessary.
- Medichem electronics Pvt LTD** Nov 2018 - Dec 2021
Assistant Testing Engineer
Job responsibilities :
 - . Testing medical equipment like cowtery,waramer devices etc.
 - . Gather product requirements (e.g. functionalities, speed, safety standards).
 - . Inspect raw materials and machinery to identify defects and malfunctions.
 - . Monitor all production stages to ensure safety procedures are followed.

- . Run quality controls on components and final products.
- . Develop test environments and test cases for all mechanical and electrical systems.
- . Analyze test results, detect issues and track root causes.
- . Document technical issues and solutions.
- . Build automated testing systems for regular checks.
- . Ensure our products and procedures meet industry standards.

Education

- **Kanpur University** 2015
BSC
45%
- **Govt Polytechnic shanjhapur** 2017
Diploma electronics communication engineering
75%

Skills

- Purchase knowledge. Price negotiation. Maintain raw material in plants. Quality documentation (like TC and IQC,OQC etc). Customer engaged in 20%. Team management. Tender bidding knowledge on the Gem.
- Other technical skills. Basic knowledge of computer. Make Post and videos for advertising on online platform. Knowledge of power point.

Personal Details

- Date of Birth : 17/03/1996
- Marital Status : Single
- Religion : Hindu