



KUNAL MORE

Vasai, Maharashtra, India
+91 9172123425 | kunal.more89@gmail.com

in <https://www.linkedin.com/in/mkunal14/>

Summary

- Experienced with all project stages from lead generation to order execution followed with final payment receipt. Strong background in project execution and customer relations.

Objective

To work in an environment which encourages me to succeed and grow professionally where I can utilize my skills and knowledge appropriately.

Skills

- Product Selection, Estimation & Cost analysis.
- Offer/Tender preparation
- Pre-bid & Post-bid meeting
- Project Co-ordination
- Sales & work order preparation
- Problem solving
- Knowledge in MS office
- Payment Follow up
- Exports Documentation

Personal Details

- Date of Birth : 14/04/1989
- Marital Status : Married
- Nationality : Indian

Hobbies

- Traveling, Photography, Cooking

Languages

- English
- Marathi
- Hindi

Education

- **Government College of Engineering Jalgaon, Maharashtra (Affiliated to NORTH MAHARASHTRA UNIVERSITY, JALGAON)** 2016
Bachelor of Engineering - Mechanical
First Class
- **K. R. Kotkar Jr. College, Chalisgaon (Maharashtra State Board - Nashik Division)** 2006
HSC (12th)
Second Class

Experience

- **GP PETROLEUMS LTD**

March 2022 - Present

Assistant Manager - Industrial

- Looking over Industrial Lubricants
- Lead Generation
- Tenders - Technical, Estimation and online tender filling & maintain track of filled tenders.
- Assigning tasks to team members and checked in regularly for status update to deliver as per timelines.
- Detail study of work orders and giving final approval to process.
- Internal communications with SCM (Supply Chain Management) and informing to respective sales person regarding the execution of orders
- Single point of information for internal teams.
- Monitoring the order with plant
- Preparing & updating weekly activities, pending jobs & check list
- Sample request approvals
- Price comparisons
- Vendor registration
- Supplier registration
- Processing sample request. (based on customer applications)
- Monitoring CMS activities (Coolant Management Services)
- New projects & exhibition details.
- Support to marketing teams by demonstrating products or services to prospects during trade shows, conferences or meetings.
- Marketing, Preparing presentations of product.
- Maintaining MTD & YTD sales data and giving summary to respective sales person for target and achievements.
- Any work assigned by Management

- **DELTA PD PUMPS PVT LTD**

Sr. Sales Support Engineer

- Looked for - Exports
- Lead generation, cold calling/e-mails to customers
- Preparation of documents like Pump datasheet, and Performance curves for customer approval.
- Discussed equipment needs and system requirements with customers and engineering teams to provide better sales support and offer customised solutions.
- Checking all the addendums and communication received from the client, ensuring that all items are being clarified and considered in the pricing.
- Prepared accurate customer quotes and cost estimates for ordered goods and services to coordinate billing and shipping to clients.
- Closed customer orders using technical presentations to explain products and services to potential clients.
- Checking LC requirements (Exports LC). Documents preparation.
- Checking the order received from customer for commercial and technical details.
- Registering received orders and informing the customer with order acknowledgment.
- Work order to factory as well as indents to purchase for bought out items
- Monitoring the order with factory as well as suppliers.
- Tracked orders from supply chain to delivery, updated customers on current process and sought after-service feedback to improve customer experience.
- Filling of form for vendor/supplier registrations.
- Preparing & updating weekly activities, pending jobs, check list, checking of sub-contractor quotations.
- Co-ordinate for dispatches with factory, preparing dispatch clearance and giving dispatch instructions to the Factory.
- Co-ordination with CHA/Forwarder for exports dispatches.
- Obtained and logged customer feedback, evaluating data to craft new sales and marketing strategies.
- Helped clients resolve issues with installed products, recommending repair, service or upgrades to remove identified problems.
- Recommended new and improved products to customers and explained benefits, outlining applicable promotional offers to drive purchases.
- Furnished potential buyers with pre-sales technical assistance and product education, applying persuasive and negotiation skills to secure orders.
- Worked with product teams to create specification sheets and sketches for customer approval, initiating production activities for placed orders.
- Modified services to meet customers' technical needs and close sales deals.
- EDPMS document closing (FIRC). Remittance declarations to bank.

- **RUD INDIA CHAIN PVT LTD**

- Project Engineer

- Looked over Western Region.
- Lead generation through cold calling/e-mails to customers.
- Study/Review of inquiry/tender documents, product selection, defining the scope of work based on GA drawings, specifications, and considering client requirements for the proper estimation of work.
- Prioritize RFQ that require more time to get quotation suppliers/ sub-contractor to obtain required quotations.
- Prepared presentations for customers detailing project scope, progress, and results.
- Consulted with clients to better understand their needs, goals requirements and determine best course of action.
- Designed, planned, created, implemented and monitored all aspects of the project.
- Evaluated project risks & problems and provided recommendations for mitigation.
- Drew up project management calendar detailing timelines for fulfilling different project goals.
- Responsible for submitting the offer/tender on time.
- Checking all the addendums and communication received from the client, ensuring that all items are being clarified and considered in the pricing.
- Performing design calculations, prepare reports, specifications, functional descriptions and other technical documentation.
- Help senior engineers in preparing rate analysis of different work packages.
- Attend meetings with clients regarding technical clarifications.
- Technical evaluation of supplier/sub-contractor quotations as per enquiry/tender requirements
- Checking LC requirements (Domestic) and documentation.
- Checked the estimates or worksheets made by other estimators.
- Preparing daily activities, pending jobs, check list, checking of sub-contractor quotations.
- Maintain records like enquiry register, offer and order register.
- Work as a point of contact for all internal departments like marketing, finance, Engineering, Planning & Purchase etc in order to complete project in time.
- Preparing presentations for product information to sales personal and clients
- Prepared presentations for customers detailing project scope, progress and results.
- Assessed project progress and created project status reports to keep project managers informed.
- Maintained strong relationships with external services to get discounted prices for services.
- Directed project correspondence by preparing and reviewing project proposals, memos and meeting minutes.
- Created and maintained comprehensive project documentation plans and reports for progress tracking and to inform strategic decision-making.
- Contributed to provision of documentation for new projects and initiatives to communicate project requirements to team members.
- Shared information and worked collaboratively with team members to achieve project objectives.
- Provided team members with supplies and resources needed to complete assigned tasks on time and within budget limits.
- Attended and implemented the ideas of “Kaizen – Journey to Excellence” seminars held in company.