

Goutham Shenoy

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Summary

A engg. professional with over 15 years of work experience in Executive Asst. to CEO, Inside Sales Support & Co-ordination, Supply Chain Management, Procurement, Office Administration and IT Support.

Ability to manage multiple tasks, result oriented with proven track record of excellent inside sales management nurturing superior client relationships that deliver significant growth with strong orientation to provide value & satisfaction to customers and dealers. Possess good negotiations skills at all levels & running projects with internal team management resulting in overall benefit for the organisation.

Professional Experience:

1) Sanjana Enterprises

Period: 1 Year 4 months (January 2021 to Till date)

Designation: Asst. Manager

Location: Bangalore, Karnataka

Roles & Responsibility:

- Inside Sales Support & Co-Ordinator, Leads management and follow up's
- Direct interaction with the Clients, Generating MIS, Reporting & CRM operations
- Vendor registration, Logistics supervision and co-ordination with production team
- Order execution, Preparing Tax invoice & payment follow-up

2) Ambligola Projects Pvt. Ltd.

Period: 1 Year (November 2019 to December 2020)

Designation: Asst. Manager

Location: Bangalore, Karnataka

Roles & Responsibility:

- Preparing Quotations, preparing documents and participating in Govt. Tenders
- Inside procurement Support & Co-Ordination with third party software team
- Order execution, follow up with respective departments for invoicing & payments
- Executing projects / tenders at Govt. Offices as well as Private sectors
- Invoices and Purchase Requisition generation

3) TataSky Broadband (Payroll – DSP Corporate Solutions Pvt. Ltd.)

Period: 1 Year (August 2018 to October 2019)

Designation: Asst. Manager – Procurement

Location: Bangalore, Karnataka

Roles & Responsibility:

- Inside procurement Support & Co-Ordination
- Deployment and Activation Tracking, MIS Reporting
- O&M, IBD, FR material consumption booking in SAP
- Invoices and Purchase Requisition generation in SAP
- Update IR reports in HOBs and co-ordinating with the IT team
- Vendor's Invoice processing and follow-up with H.O. team

4) Baka Liftec India Pvt. Ltd.

Period: 10 year 10 months (Oct 2007 to August 2018)

Designation: Executive Asst. to C.E.O.

Location: Bangalore, Karnataka

Roles & Responsibility:

- Scheduling, prioritizing, reviewing, and responding to emails, answering and returning phone calls, organizing and maintaining records, taking notes at meetings, Preparing MOM.
- Booking Tickets, Planning and arranging for the travel and accommodation.
- Direct interaction with the Clients, Generating MIS, Reporting & CRM operations
- Inside Sales Support & Co-Ordinator, Leads management and follow up's
- Shop floor work order generation, management with Production and PPC Dept
- Order execution follow up with sales and finance team for invoicing & payments
- Co-ordinating with Customers, Dealers & internal teams for sales and production

Academic Qualification:

Course	Institute	Board	Year
Diploma In Computer Science	Sahyadri Polytechnic College, Thirthahalli, Shimoga Dist.	Technical Education Board, Karnataka State	2004
SSLC	Govt. Jr. College, Thirthahalli.	Karnataka State	1999

Skills:

- Ability to work with several operating systems (Windows, Mac OSX, and Linux)
- Mastery of Microsoft Office (MS Word, MS Excel, MS PowerPoint, MS Outlook)
- Enterprise Systems: Payment Processing, Automated Billing Systems, Customer Relationship Management, Enterprise Resource Planning (ERPs like SAP, Oracle etc.)
- Website Designing, Online Marketing, E-Commerce etc.
- Graphical: Photoshop, Google Sketch, Corel Draw etc.

Additional Computer Skills:

- Microsoft® Certified Technology Specialist (MCTS) - Certification No : D789-0772

Personal Details:

Date of Birth : 05th May 1983.

Marital Status : Married

Languages Known : English, Hindi, Kannada & Konkani

Contact Address:

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4th Cross, Sai Enclave, M.S. Ramaiah City Main Road
Arekere, 7th Phase, J. P. Nagar
Bangalore – 560 076.

References: Mr. S. A. Karumbaiah, (C.E.O.) - Baka Liftec
Mr. H. P. Ashwath Kumar, (G.M.) - Baka Liftec
Mr. Ajay Singh, (A.M.) – Tatasky Broadband
Mr. A. Prabhakar Shetty, (Proprietor) – Ambligola Projects