

## CURRICULUM VITAE

**SURESH CHANDRAKANT NAVALE**

**MOBILE: 9595955174**

**EMAIL: SURESHNAVALE174@GMAIL.COM**

**ADDRESS: SR. NO. 48/4, LANE NO. 9, GANESH NAGAR, VADGAON SHERI, PUNE - 411014.**

### **OBJECTIVE:**

To nurture my knowledge base in the field of Marketing and Engineering for effective utilization of my skills, experience and energy to develop strategies required to achieve superior results and contribute to the organization's growth towards an excellent managerial role.

### **WORK EXPERIENCE:**

**1. Company Name:** Giiava India, Pune.

**Designation:** Business Development Manager

**Duration:** 6 Months (Since 1<sup>st</sup> August 2023)

#### **Responsibilities Handled:**

- Digital Marketing - PPC (Google Campaigns), SMM (Social Media Campaigns), SEO (Search Engine Optimization), SMO (Social Media Optimization)
- Find Out Potential Customers - Mass mailing and cold calls to generate leads.
- Submit quotations and negotiate.
- Follow up for the PI, PO and OA.
- Follow up for the Outstanding Payment.
- Customer Visits.
- Maintain customers and prospect database.

**2. Company Name:** Sizemasters Technology Limited, Hadapsar, Pune.

**Designation:** Marketing Manager

**Duration:** 1 Year 4 Months (10<sup>th</sup> February 2022 - 7<sup>th</sup> July 2023)

**Responsibilities Handled:**

- Digital Marketing - PPC (Google Campaigns), SMM (Social Media Campaigns), SEO (Search Engine Optimization), SMO (Social Media Optimization)
- MIS (Management Information System) - Market insides, Competitor details, Transaction details, Contact details of potential customers.
- Submit quotations and negotiate.
- Follow up for the PI, PO, OA and Outstanding Payment.
- Do RCA analysis for lost customers.
- MIS - Market insides, Competitor details, Transaction details, Potential customer's contact details.
- Coordinate and taking follow up with Customer and Production Team.

**3. Company Name:** Hassia Packaging Pvt. Ltd., Sanaswadi, Pune.

**Designation:** Sales and Marketing Engineer

**Duration:** 3 Years 5 Months (12<sup>th</sup> September 2018 - 8<sup>th</sup> February 2022)

**Responsibilities Handled:**

- Submit quotations and negotiate.
- Follow up for the PI, PO, OA and Outstanding Payment
- Technical and sales support to customers.
- Follow up regularly with suppliers to achieve sales targets.
- Product presentation - Show and explain the demo to the customer.
- Coordinate with other departments to meet customer requirements.
- Participate in the Exhibition - Complete arrangements for the exhibition.

**4. Company Name:** Classic Engineering Works, Sanaswadi.

**Designation:** Quality Engineer

**Duration:** 2 Years 3 Months (5<sup>th</sup> April 2011 - 12<sup>th</sup> July 2013)

**Responsibilities Handled:**

- Checking and testing inward and outward material.
- Maintaining inward and dispatch reports.
- Preparing first-piece report.
- Solving customer complaints.

**EDUCATIONAL CREDENTIALS:**

**1. M.B.A. in Marketing - 2019**

Dhole Patil College of Engineering - Pune University - 58.27%

**2. B.E. in Mechanical Engineering - 2016**

G.H. Rasoni College of Engineering - Pune University - 59.06%

**3. Diploma in Mechanical Engineering - 2011**

JSPMS College of Engineering - Pune University - Aggregate 60.10%

**4. HSC in Science - 2008**

GSM College - Maharashtra Board - 44.17%

**5. SSC - 2006**

SMV School - Maharashtra Board - 60.00%

**PROJECT UNDERTAKEN:**

- 1. M.B.A.** - Indian Consumer Behavior for Online Shopping
- 2. B.E.** - Water Pump Testing System
- 3. D.M.E.** - Suspension Bridge

**TOOLS, APPLICATIONS, SOFTWARE HANDLED:**

1. **Digital Marketing** - Google Ad, Google Analytics, Keyword Planner, Google Tag Manager.
2. **Social Media Marketing** - GMB, Facebook, Instagram, X/ Twitter, LinkedIn, YouTube Studio.
3. **Graphic Design** - Canva
4. **MIS** - The Dollar Business, LinkedIn, SalesQL
5. **Industrial Software** - ERP, MRP.
6. **Microsoft Office** - Word, Excel, PowerPoint, Outlook

**EXTRACURRICULAR ACTIVITIES AND ACHIEVEMENTS:**

1. Won 1<sup>st</sup> prize in Inter College Cricket Competition.
2. Actively worked as a coordinator in College Annual Gathering Program.

**PERSONAL ATTRIBUTES:**

- Willing to take responsibility and lead them.
- Effective interpersonal skills and a high willingness to travel.
- Responsible, creative and sincere person.
- Accepting challenges and hard work.

**HOBBIES AND INTERESTS:**

- Cycling, Trekking, Travelling and Adventure.
- Playing and watching all sports.
- Watching News and Discovery.

**PERSONAL DETAILS:**

- Date of Birth - 17<sup>th</sup> April 1991
- Nationality - Indian
- Marital Status - Married
- Language Known - English, Hindi, Marathi

Date -

Suresh Navale