



# Rahul Parmar

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## Objective

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To enhance my professional skills, capabilities and knowledge in an organization which recognizes the value of hard work and trusts me with responsibilities and challenges.

## Experience

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- Parker Plant India Pvt. Ltd. (Apollo Infratech Group)** 18-10-2023 - Till Date  
Sales coordinator  
**Customer Communication**
  - ✓ Respond promptly and professionally to customer inquiries via email, phone and in-person visits.
  - ✓ Provide product information, pricing and delivery details to customers**Order Processing**
  - ✓ Coordinate with the production and logistics team to ensure timely order fulfillment.
  - ✓ Prepare and process sales orders, ensuring accuracy and completeness.**Sales Support**
  - ✓ Assist the sales team in preparing quotes, proposals for clients.
  - ✓ Maintain and update customer databases and sales records.**Inventory Management**
  - ✓ Monitor inventory levels and collaborate with the production team to ensure product availability.**Documentation**
  - ✓ Generate and maintain reports related to sales activities.**Other Task**
  - ✓ Coordinate with transporter and and finalize transportation rate
- Tata Motors (SP Cars)** 01-02-2022 - 10-10-2023  
Warranty Claim Manager
  - ✓ Responsible for monitoring warranty claims related activities. Processing complaints and evaluating warranty and related data status. Mediation between customers and suppliers, keeping track of documents related to warranty cases and settling claims of warranty, AMC, updation, goodwill by taking approval on e-mail.
- Groupo Antolin India Pvt Ltd. (Sanand)** 15-11-2015 - 17-03-2018  
Engineer
  - ✓ Quality Inspector
- Shitla Road Equipments (Mehsnana)** 18-07-2009 - 30-09-2010  
Mechanical Engineer
  - ✓ Preparing quotation of Road equipment Machinery
  - ✓ Making sales order, invoice etc.
  - ✓ Dispatch Details provide to the customer.

## Education

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- R.G.P.V. Bhopal** 2014  
BE Mechanical  
7.4 CGPA
- TEB, Gandhinagar** 2009  
Diploma Mechanical  
56.68 %
- B.D. High school, Patan** 2006  
SSC  
62.57 %

## Skills

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- Microsoft office
- Quick and always eager to learn new technologies

## Personal Details

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- Date of Birth : 20/10/1990
- Marital Status : Married