



Suvarna Wanjale

Looking for Post: Order/Operation Manger

July 1989
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Summary

With over 10+ years of experience in sales and services across various industries, including HVAC, medical equipment, motion controllers, analytical instruments, and packaging machines. Customer-focused Team Leader with a strong commitment to delivering exceptional service and exceeding customer expectations.

Education

BE Electronics : Paasout 2011 Pune University
Siddhant College of Engineering, Pune.

Experience

Mar 2026 to June 2026 > Cosign India> Sales Coordinator

- Sales Administration: Process orders, draft quotations, and maintain accurate sales documentation in CRM.
- Liaise between the sales team, warehouse, and finance departments to ensure the timely delivery of products and accurate processing of invoices.
- Scheduling meetings, demos, and calls between sales team members and potential clients.
- Monitoring stock levels or lead times (when relevant), helping the team meet customer expectations and delivery timelines tasks.
- Create a sales discount and a promotional discount for slow-moving stock. Collaborating with marketing, finance, and logistics teams to ensure smooth execution of sales campaigns, pricing updates, and deliveries.
- Help the factory plan their daily or weekly production schedule based on order priority.
- Alert the purchasing team if the factory runs low on materials needed for incoming orders.
- Update customers on the status of their orders and shipping dates.

Apr 2025 to Mar 2026> Gulf Bio Analytical > Project coordinator

- Coordinated with vendors and contractors, managing contracts, invoices, and ensuring timely delivery of goods and services.
- Proficient in Microsoft Office Suite, especially Excel for project planning and tracking.
- Proficient in using project portfolio management tools to prioritize and manage projects based on strategic objectives.
- Experience in working with diverse project teams, including remote teams, and managing communication and collaboration across time zones.
- Preparation of costing of project with man days, import cost, duty amount, margin calculation.
- Timely updation of project CRM. Preparation of proposal and processing orders.
- Ability to work independently and as part of a team, managing multiple projects simultaneously and meeting deadlines.

May 2022 to Mar 2025> Bobst India > Sr. Executive Customer Service

- Developing quotations through SAP.
- Processing orders, updating order statuses in SAP and with client.
- Keeping track of the Import/export/Return order.
- Compiled monthly data for spares order bookings.
- Price list preparation. Developed long-term client relationships through consistent communication, understanding their specific needs, and delivering tailored solutions.
- Optimized supply chain processes for reduced costs, improved delivery times, and increased customer satisfaction.
- Collaborated with internal stakeholders to keep the process on track. Keep data Update in Salesforce and NPS count.
- Generate reports on Tableau.

July 2016 to Apr 2022> Labindia Analytical Instruments > Regional Coordinator

- Gov E-Tender Preparation and Submission.
- Arranging a demo for customers at the Lab. Send quotation, Proforma to customer, Follow up for order.
- New Lead Generation and offering the Correct Products as per their requirement.
- Preparing Monthly reports for sales meetings.
- Training of new sales team for basic Customer, product details.
- Updating the New Customer database, Price list and Products in CRM.
- Processing Orders in SAP System.
- Follow up with the Production team for timely deliveries. Dispatch coordination, Installation, Arrangement with the customer.
- Maintaining Product catalogues and Stationery in the Office. Office Maintenance and Admin-related work.

Aug 2014 to July 2016> Delta Tau Data Systems > Sales Service Coordinator

- Price List preparation, Send quotation to customer.
- Online Government tender submission.
- To fix delivery date with customer, Co-ordination with Import planning Department, quality department.
- Payment , C form, I Form, H form Follow ups.
- Generate Purchase requisition.
- Service Coordination related work, arranging site visits, handling return/repair orders.

Skills

- | | |
|---------------------------|---------------------------------|
| ● SAP | ● Shipment documentations |
| ● MS Office | ● Customer Service |
| ● Salesforce | ● Budget management |
| ● CRM | ● Costing calculation |
| ● Tableau | ● Team coordination |
| ● Microsoft Suit | ● Inventory Analysis |
| ● Order Management | ● Emotional Intelligence Skills |
| ● Supply chain management | ● Presentation Skills |
| ● Process Improvement | ● Vendor Management |
| ● Logistics management | ● Project Documentation |
| | ● Shipment documentations |

Achievement

- Received the Best Coordinator recognition at Labindia for arranging timely logistics and team coordination, along with an outstanding payment recovery record for the year 2021.
- I successfully led the Bobst India community on a global scale, driving intercompany collaboration to new heights.