

# AARTI SINGH

## Inside Sales Engineer

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## EXPERIENCE

### Inside Sales Engineer

#### Staubli tec systems private limited

📅 05/2023 - 01/1970 📍 Gurgaon, India

A company specializing in automated solutions

- Preparing quotations and margins to share with customers
- Order booking and stock order booking in SAP
- Creating invoices and dispatching E-invoices and E-way bills
- Payment follow-up with customers and managing inventory planning
- Responsible for supply chain management and material delivery process
- Coordinating with sales team for monthly shipments, forecasting and vendor registrations
- MIS reporting, FIFO inventory planning

### Revenue Planner

#### Sonepar India Private Limited

📅 07/2018 - 04/2023 📍 Gurgaon, India

A leading distributor of electrical products

- Revenue planning including material dispatch and invoicing
- Coordinating with the warehouse team for order dispatch and receiving
- Creating invoices and uploading to Tungsten portal for timely payment
- Tracking end-to-end activities and handling Pan India client queries
- Creating reports in Excel and sharing analytics with management
- Step forward credit notes, Warranty replacement, create RMA (Return merchandise authorisation)
- Forecasting with sales engineer for Revenue

## EDUCATION

### Higher Secondary (12th)

#### Govt. Girls School

📅 01/2015 - 04/2016 📍 Bhiwani

### Diploma: Electronics and Communication

#### Kalpna Chawla Institute of Technology

📅 01/2012 - 04/2015 📍 Ambala

### Bachelor of Arts

#### Maharana Pratap Campus MDU University

📅 01/2017 - 04/2020 📍 Rohtak

### MBA: Marketing And Business Analytics

#### Ganga Technical Campus

📅 04/2020 - 04/2022 📍 Delhi

## SUMMARY

Detail-oriented professional with extensive experience in Inside sales engineering and revenue planning. Skilled in managing multiple projects, preparing quotations, and ensuring customer satisfaction through effective supply chain management. Highly organised team player with strong analytical skills and a proven track record of coordinating cross-functional teams to meet business goals. My role is demanding and challenging at the same time and over years, i have adapted a go-getter and a proactive attitude which has helped to be on the top & perform exceptionally well.

## STRENGTHS



### Organizational Skills

Ability to prioritize tasks and manage multiple segments, strong planning & coordination skills & logistics.



### Key Achievements & Awards

Recipient of 3 outstanding performance Awards for consistently delivering high-quality results within TAT and making significant contributions to the organization's success.

## LANGUAGES

### Hindi

Native



### English

Native



## SKILLS

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Order Fulfilment

Problem solving

MIS Reporting

RMA creation

Procurement

Billing & material planning

Quotation & invoicing

oversee and interact with client

Supply chain management