



# HITESH SINGH BHATI

DY. GENERAL MANAGER  
(SALES & MARKETING -  
TECHNICAL)

## CONTACT

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Dear Ms/Mr,

I am forwarding herewith my resume for your kind perusal as my skills are an ideal match for the opening in your esteemed organization.

My highest level of degree is **Bachelor of Engineering (Mechanical)** from **Viva Institute of Technology, Mumbai, India.**

By combining my professional as well as my educational qualification, I assure that I will be able to bring a lot of value to the table, if given an opportunity to work for your esteemed company.

I persistently seek to improve myself by learning whenever required and always aim to excel. In saying this, I do hope that you will be kind enough to offer me a position of responsibility at an appropriate level in your esteemed organization and utilize my abilities, by providing an opportunity for growth and advancement for the organization and myself.

My Current employment is with **M/s. Encon Cooling Tower Pvt. Ltd., Lower Parel, Mumbai, India.**

I shall appreciate your kindness to review my credentials and experiences. Additional accomplishments are summarized in the enclosed resume.

I remain for your kind consideration of my candidature.

Yours sincerely,

**Hitesh Singh Bhati**

# RESUME

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## CAREER OBJECTIVE

Seeking a robust career, where I can implement and leverage my knowledge and skills. It is my utmost desire to join an organization of repute that can provide me with challenging career opportunities. I want to be known as one of the best talents available for the changing scenario.

## EXPERIENCE

**JULY 2018 – PRESENT**

**DY. GENERAL MANAGER (SALES & MARKETING - TECHNICAL),  
M/S. ENCON COOLING TOWER PVT. LTD.**

- Leading and Managing the team of Sales, Marketing and Service Engineers.
- Understand the Customer technical and Budgetary problems either by direct calls, mail & Meetings to provide them best possible solution of their requirements.
- Outsource the Spares and Engineering Parts of Cooling Towers from selected Vendors.
- Negotiate with vendors for Costing, Delivery time and Inco Terms, if the evaluated / Estimated cost is higher than the budget of ongoing project.
- Verify and approve the budgetary techno commercial quotations by evaluating technically and commercially before communicating to the clients.
- Follow-up with the customers /clients before the deadline of project to get the order.
- Handling Negotiation with Client to get the orders by keeping companies policies / benefits and Clients benefit in mind.
- Indent order to Production department after taking order from the customer and approve checklist prepared by subordinates.
- Taking care of ordered material delivery by coordinating with dispatch department for on time delivery at the site.
- Taking feedback from customer after successful commissioning and installation of product by preparing the standard completion certificate which is approved and signed by the client / customer.
- Preparing MIS reports of Sales, Marketing and Service Team and report to the higher management.

**DEC 2016 – JULY 2018**

**SR. EXECUTIVE ASSISTANT, M/S. PRECISION ENGINEERING WORKS**

- Assisting Managing Director (COO) in decision making, documentation, PPT presentation and attending important Meetings on behalf of Managing Director, Liaison between all related departments to ensure proper communication & reporting.
- Oversee the purchasing of technical goods and services, meet with vendors and compares their prices, suggesting the management team about the most cost-effective option.
- Resolve site issues effectively with client, consultant, and other agencies. like Airports, Industrial, Hotels, Hospitals, shopping malls, etc. for understanding his problem and suggest them about which Pump or System to be used, as per NFPA20 Standards.
- Create technical drawings based on given specifications, calculations and estimations.
- Preparing the Techno commercial offers according to client requirement and site conditions.
- Taking follow-up once an alternate week to assure the status of the offer and upcoming projects.
- Negotiate with the clients through mail and call or sometimes at their venue to close the offer under deadline.
- Assure on time delivery co ordinating with production and Dispatch department.

**APRIL 2016 – OCT 2016**

**QUALITY ASSURANCE ENGINEER, M/S. CITIZEN SCALES INDIA PVT. LTD.**

- Check for Raw material at Vendor Place to check against quality standard for Mechanical and Analytical balance.
- Managing the stock and updating the records of inventory in M S Excell sheet.
- Perform inspection of balances, materials and record the parameters of balances or scales using analytical skill and analyse the findings for discrepancy.
- Perform initial inspection, in-process inspection according to OIML and analyze findings to raise report where necessary.
- Perform final inspection of items including weighing and linearity to ensure that all quality requirements or OIML specifications have been achieved.
- Raise non-conformance report and submit to Immediate Supervisor.
- Perform any other related duties as assigned by Immediate Supervisor.
- Also working in reverse engineering so that to improve the product with respect to other Competitive companies

## PROFESSIONAL SKILLS

Team Handling  
Techno-Commercial Proposals  
Purchasing / Procurement  
Technical Sales and Marketing  
Negotiations  
Site inspection  
CAD Softwares – AutoCad and Solid Works  
ERP Software

## ACHEIVEMENTS

- a) Got promoted to Senior Executive Assistant from Executive Assistant at M/s. Precision Engineering Works within an year.
- b) Got promoted to Dy. General Manager from Senior Engineer at M/s. ENCON Cooling Towers Pvt. Ltd. Within 8 months.

## EDUCATION

**2010 - 2015**

**BACHELORS IN ENGINEERING**, UNIVERSITY OF MUMBAI

Mechanical Engineering

**2009 - 2010**

**S.S.C.** , KENDRIYA VIDYALAYA, J&K

Science

**2007 - 2008**

**H.S.C.** , KENDRIYA VIDYALAYA, W.B

## PERSONAL DETAILS

Date Of Birth : 04th May 1992

Marital Status: Married

Permanent Address: C 303, 3<sup>rd</sup> Floor,  
C- Wing, Poonam Arena,  
Near D- Mart, Virar (West),  
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Maharashtra – 401 303

