

VANDANA BHARTI

Business Development & Sales–Purchase Coordinator

📍 **Location:** New Delhi

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PROFESSIONAL SUMMARY

Dynamic and detail-oriented **Business Development & Sales–Purchase Coordinator** with hands-on experience working with an **Authorized Honeywell Channel Partner**. Skilled in sales coordination, customer engagement, vendor management, procurement, quotation management, and supporting end-to-end sales operations. Strong communicator with the ability to maintain excellent relationships with clients, suppliers, and internal teams while ensuring smooth business operations.

KEY SKILLS

- Business Development & Lead Generation (GEM portal, Tradeindia and indiamart)
 - Sales Coordination & Customer Handling
 - Purchase & Vendor Coordination
 - Quotation, Invoicing & Order Processing
 - CRM & Documentation (Focus, Dizypro, Ariba, eProcurement platforms)
 - Follow-ups for Payments & Deliveries
 - Inventory & Material Management
 - Coordination with Honeywell Team
 - Excellent Communication & Negotiation
 - MS Office (Excel, Word, PowerPoint)
 - Software impl
 - Social media marketing (LinkedIn- Facebook)
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PROFESSIONAL EXPERIENCE

Business Development & Sales–Purchase Coordinator

Mantech – Authorized Honeywell Channel Partner
[2018 – Present]

Business Development:

- Identify potential clients in target industries and support field sales teams in lead generation.
- Maintain regular communication with customers to understand requirements and share product information.
- Prepare presentations, proposals, and support sales campaigns for Honeywell products.

Sales Coordination:

- Create and share quotations, technical documents, and Honeywell product details with clients.
- Coordinate with sales engineers and managers to track inquiries, quotations, and order status.
- Manage CRM entries, follow-ups, and maintain sales data reports.

Purchase & Vendor Coordination:

- Coordinate with Honeywell for pricing, lead time, and product availability.
- Raise purchase orders and track deliveries, shipment status, and billing.
- Ensure timely follow-up with suppliers for pending orders.

Operations & Support:

- Maintain inventory records and stock availability for smooth field operations.
- Coordinate with Accounts team to invoices, delivery challans, and required documentation.
- Coordinate with logistics for material dispatch and customer delivery schedules.
- Follow up with clients for payments and ensure proper documentation.

Executive Engineer

Vardan Environet (2015- 2016)

I had worked with Vardan Environet with compliance team and responsible for preparation of EIA/EMP report, filing of Form 1, PFR and EIA report for various Sand mining projects to obtain Environmental Clearance from concerned authority.

EDUCATION

Bachelor's Degree in Environmental Engineering

GGSIPIU – 2014

Diploma in Digital Electronics

BTE- 2011

CERTIFICATIONS

- Computer Applications
 - Digital Marketing
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PERSONAL DETAILS

- Date of Birth: 11/07/1992
 - Languages: English, Hindi
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DECLARATION

I hereby declare that the above information is true and correct to the best of my knowledge.