Objective: With the academic background of Bachelor of Commerce and working experience of Sales and Marketing, and Administration looking forward to a career allowing opportunities for the professional and personal development.

**Experience:** **ICICI BANK LTD**  Ahmedabad, India

(DSA of ICICI BANK LTD) 05/2002 – 05/2005

Role : Sales Executive

Department : Corporate Sales (Sales & Marketing)

Responsibilities :

* Responsible for providing details for Saving Accounts and Personal Loan & Home Loans to the existing and new customers.
* Extensive fieldwork for target achievements.
* Provided sales oriented support to the company.
* Customer focus to achieve sales target on time.
* Applied innovative sales and marketing techniques to win and satisfy customer needs.
* Involved in various kind of business negotiations to compete with other products in the market.
* Providing Banking service details to the new and Bank’s existing customers.
* Discussed various Type of Accounts with the customers to meet their financial Background or need that match with Banks offer.
* Involved in various kind of business deals and marketing techniques to improve local sales.
* Provided customer support as needed and extensive fieldwork for target achievements.

**YMIS (YAMAHA MOTOR INDIA SALES PVT LTD)**

Regional Office Ahmedabad, 07/2005 – 05/2007

Gujarat

Role : Sales Co- ordinator

Department : Sales

Responsibilities :

* Maintain daily basis all Sales Manager Report.
* Follow up all dealers daily basis daily retail and enquiry detail.
* List all dealers Claims and Banking funds enquiry.
* All dealers daily basis report fill up reporting Regional Manager.
* **D**aily retail and Enquiry all dealers report to Regional Manager and Head Office.
* Daily, Weekly and Monthly report to Regional Manager.

**KMCL (Kinetic Motor Company Ltd.)** Ahmedabad, India 05/2007 - 08/2009

Ahmedabad – 380 009.

Role : Commercial Trainee

Department : Sales

Responsibilities :

* Maintain daily basis all Sales Manager Report.
* Follow up all dealers daily basis daily retail and enquiry detail.
* List all dealers Claims and Banking funds enquiry.
* All dealers daily basis report fill up reporting Regional Manager.
* **D**aily retail and Enquiry all dealers report to Regional Manager and Head Office.
* Daily, Weekly and Monthly report to Regional Manager.
* Achieved highest sales target before the deadline.

**Planet Automotive Pvt. Ltd**

**12/2010 - 12/2013**

**Role : Administration & Back Office**

**Responsibilities :**

* Billing and Service Job work.
* Maintain daily basis report.
* Daily reporting to AWM.
* Maintain Administration and other work.

***Atul Motors Pvt Ltd.***

* Billing and Service Job work.
* Maintain daily basis report.
* Daily reporting to AWM.
* Maintain Administration and other work.

***Current Job : Jaquar Group (Prime Ceramic)***

**DESIGNATION – Logistic co coordinator**

**JOB PROFILE:**

Prevention of loss happening at store by auditing the stores on monthly basis.

* Ensuring daily banking at each store.
* Matching Physical stock with inventory.
* Verifying registers at store, like( Daily Sales Ledger Report, Reading Register, Attendance Register )
* Checking inventory movement.

**Education:** **F.Y.Bcom 2001 Gujarat University**

Ahmedabad, India.

**D.C.A.** (Diploma in Computer Applications) 2001

Azure Information Technology & Pvt Ltd, Ahmedabad, India.

**Date of Birth:** 14th October 1980.

**Languages**  Gujarati, Hindi, English

**Known:**

**Marital Status:** Married

**Interest:** Customer Support, Traveling, Surfing Internet to learn Internet marketing, learning and approaching new techniques and computer technology.

**References:**  Will be provided upon request.