

PARESH THAKKER

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Professional Summary

- Proactive and highly skilled Administrative Assistant with 4 years' hands-on experience working in diverse office environments. A team player who works collaboratively and effectively communicates with all levels of staff. Documented success in using MS Word, Excel, PowerPoint and QuickBooks.
- General management professional with 6 years progressive experience in strategic planning, improving operational efficiency, team building and project management for hospitality industry. Able to quickly understand complex concepts, identify and solve problems, turn ideas into logical strategies, and implement systems that optimize productivity, decrease vacancy rates and increase bottom line.
- A highly motivated e-commerce professional having 10 years of work experience in online sales and business development as a team member as well as a team leader. Highly experienced and innovative e-commerce service professional with a superior record of internet revenue generation and customer service. Adept at being able to work independently and as a leader of an e-commerce business team.

Skills and Strengths

- The ability to deal with sensitive and proprietary information with the utmost confidentiality and professionalism.
- Vast Marketing and Sales Experience.
- Adept in excellent leadership and people management by attracting, motivating, coaching and developing team members.
- Excellent Communications Management.
- Clear understanding of strategy, decision-making, work flow and vital business functions by being adept in Business Management.
- Strong proficiency in boosting sales through improvements to site conversion rates and functionality.
- Well versed with marketability of products.

Career Summary

Pan Gems LLP (Natural and Lab-Grown Diamonds Trader) – General & Marketing Manager

2019-Current

- Curate diamonds and other jewellery, including fashion jewellery, for clients both nationally and internationally
- Coordinate and liaise with international customers via calls, email, whatsapp and skype.
- Creating, maintaining and handling inventory of both natural as well as lab grown diamonds.
- The point of contact for both national as well as international clients regarding all sales of the organisation, from loose diamonds to fashion jewellery.
- Conduct internal stock audit for security and re-verification of the inventory and records.
- Keeping a thorough check on finances and cash records of the organisation.

M. Suresh Company Private Limited (Cut & Polished Diamond Manufacturer and Exporter) (DTC Sightholder) – Head of E-Marketing Dept.

2014-2018

- To monitor the marketing activities taking place in the company to ensure achievement of overall sales target.
- To create the overall business development plan for the company ensuring alignment with the overall company's target.
- To create individual business development target ensuring that the overall targets are met.
- Ensure that the leads are assigned to different business development executives based on their location.
- Developing and growing business including new and high end clients and generating revenue growth in challenging environment.
- Lead, mentor, train and monitor the performance of the team and rewarding the team accordingly.
- Consulting customers in the selection of diamonds, handling each transaction efficiently and accurately.
- Exercise manpower planning with attrition control.
- Accept additional responsibilities and executed tasks assigned by company.

Hari Krishna Exports - (Cut & Polished Diamond Manufacturer and Exporter) (DTC Sightholder) – Administrative Assistant (2 Years) / Sales Executive (E-Marketing Dept. – 4 Years)

2008-2014

- Coordinating between clients, departments, professionals and the company hierarchy.
- Scheduling and coordinating meetings, appointments, and travel arrangements for other professionals.
- Coordinate with the company hierarchy and ensure compliance with business standards.
- Establish and achieve short term as well as long term goals for the organization.
- Provided administrative support for accounting, sales, marketing and operations.
- Managed inventory database.
- Assisted in decision making and problem solving.
- Acted as a point of contact for the organization with the clients and the vendors.
- Received and hosted multiple international vendors as well as clients for the organization.
- Increased overall sales through the implementation of strategic marketing campaigns, which were sponsored by vendors and directly contributed to sales growth.

- Developed high-performance team of sales agents, leading to increase in sales.
- Built strong customer relationships by understanding the client and their needs.
- Built corporate relationships in order to assist in expanding the market potential.
- Created company profiles for LinkedIn, Twitter and Google+ and managed company social media.
- Followed up with the clients to ensure business and customer relationship development.

Independent Gemological Laboratories (Diamond Jeweler Appraisal Company) – General Manager

2005-2008

- Reporting to the board of directors.
- Dealing with customer queries and complaints.
- Recruiting, Training, Supervising and Appraising staff.
- Managing budgets.
- Maintaining statistical and financial records.
- Maximizing profitability and setting/meeting targets, including motivating staff to do so.
- Preparing promotional materials and displays.
- Liaising with head office.
- Charged with the overall governance of the organization.
- Handling the finances of the organization by being the sole authority for the transactions.

Shree Shree Export Corporation (Handmade Diamond Jewellery Manufacturer) – General Manager

2003-2005

- Providing administrative support to the owners and the board including scheduling of meetings and coordinating conference.
- Charged with the overall governance of the organization.
- Accounting the physical stock of diamonds.
- Handling the finances of the organization by being the sole authority for the transactions.
- Handling the full production of jewellery.
- Retail marketing with top jewellers.
- Handling customers order, delivery and account.
- Participating and managing the national shows.
- Managing the company's staff.
- Looking after the overall functioning of the company.

Education

- Obtained Higher Secondary Certificate from Maharashtra Board.
- Obtained Secondary School Certificate from Maharashtra Board.

Personal Details

Date of Birth :- 19th September, 1963.

Languages :- English, Hindi, Gujarati, Kutchi and Marathi.

Hobbies :- Reading, listening to music and traveling.