Resume

**IT SKILLS**

  **JAFFAR KAS**

**CONTACT**

 **PERSONAL PROFILE**

**63/65 gujarat mansion, 3rd floor, room no. 15, zakaria masjid street, Mumbai: 400009**





 **Date of Birth:** 16th Jan 1993

 **Sex:** Male

 **Place of Birth:** Mumbai, India

 **Marital Status: M**arried

 **Nationality:** Indian

 **Religion:** Islam

**+91 9930683678 +91 8779604486**

**OBJECTIVE:**

To secure a position with a well-established organization with a stable environment that will lead to a lasting relationship in my career. To obtain a position that will enable the use of my strong organizational skills, where I can get maximum opportunities to develop more technical expertise and professional attitude to benefit the organization / establishment.

**Cooljaffer5@gmail.com**

**LANGUAGES**

**Education:**

1. Pursuing MBA.
2. Bachelor Management of Studies (BMS) graduated from Mumbai University in the year 2015.
3. Higher Secondary passed from Burhani College of Commerce and Arts, Mumbai in the year 2012.
4. Interior Designing completed from M.H. Saboo Siddique College of Engg in the year 2016.

**Y Consider Me:**

1. Strong work ethic
2. Positive Attitude
3. Good Communication Skills
4. Role Adaptability
5. Seeking Knowledge
6. Team Player
7. Problem Solving
8. Professional appearance.

**HOBBIES**

P**rofession Experience: (Freelance)**

Traveling & Adventure

1. **Completed 2 residential project and 1 commercial project of EURONICS Mumbai office.**

**WORK EXPERIENCE**

1. **EURONICS – Business Development Executive - (1st Aug’19- Present)**

Large or small, corporate or private, EURONICS inspire has solutions for all your WASHROOM AUTOMATION PRODUCTS & ACCESSORY needs, with great style and taste.
Euronics has a pioneering legacy in offering nation-wide, state-of-the-art installation equipment’s, product solutions and accessories that are necessary to support your Washrooms, Industries, Entrance access areas & Commercial flooring.

* 1. Generate and Manage Project Leads.
	2. Meeting with Architect/Designer for projects.
	3. Process Leads in a timely and comprehensive manner to ensure customer satisfaction.
	4. Develop creative pitches and propositions aimed at specific industry sectors.
	5. Proactively follow up leads generated by Liaisioning with Sales managers.
	6. Employee has to work on the leads provided by company. No cold calling.
	7. Highlight issues through feedback and recommend changes in workflows, procedures and service levels to meet customer needs and to ensure quality service at all times.
	8. Manage the database to a high degree of accuracy to ensure targeted marketing activity can take place to generate new business.
	9. Negotiate commercial terms within set guidelines.
	10. Liaise effectively with all departments within Euronics to ensure customer requirements are met.
	11. Operation on CRM software.
1. **Primo Living - Sales Advisor cum Showroom Manager- (15th June’17– 15th June’19)**

**Primo** was initiated in 2009 with a vision to offer connoisseurs of art with contemporary, functional furniture that are high on their style quotient. Over the years, the brand has created in niche for itself for showcasing a mélange of brands with distinct identities, under one roof.

* 1. Assisting walk-in customers.
	2. Giving client support during all stage of sales.
	3. Responding to pricing queries.
	4. Writing up email proposals.
	5. Follow-up with clients
	6. Resolving customer complaints and disputes.
	7. Day to day supervision of sales, staff & stock.
	8. Presentation of store & advertising display.
	9. Dealing with Architects, Interior designers.
1. **Vipin Shah & Associates - Purchase Assistant – (Sept’2015 - Sept’2016).**

**VSA DEVELOPMENTS PVT LTD** pioneers in civil construction, mechanical, electrical, plumbing and Interior turnkey works. VSA Developments Pvt Ltd is an integrated multidisciplinary and multi-tasking firm considered to be amongst the top in construction, Turnkey Interiors and MEP works across the country.

* 1. New vendor development and maintaining relation with existing vendors.
	2. Source products and raw materials at quality and cost standards consistent with company business objectives.
	3. Coordination with the architect, civil engineers, site & office staff for day to day requirement of new materials.
	4. Requesting BOQ quotation for tender from vendors.
	5. Preparing budget estimates and comparison.
	6. Supervise and direct purchasing functions such as product/service research, vendor selection, price factors, contract terms, negotiation, releasing PO, etc.
	7. Drove cost reduction activities and maintained purchasing documentation.
	8. Releasing PO/WO after finalizing as per the terms & standards of the firm.
	9. In the below given project’s with director’s guidance have finalized several contractors such as Demolition, Soil test, Piling, Excavation, Anti termite, Water proofing, Civil, Plumbing, etc.

**PROJECTS INVOLVED**

|  |
| --- |
| INVOLVED AS A PURCHASER IN THE BELOW PROJECTS OF VIPIN SHAH & ASSOCIATES |
| **NAME OF THE PROJECT** | **PROJECT LOCATION** | **PROJECT VALUE (INR)** |
| BANK OF INDIA RESIDENTIAL QUARTER | JOGESHWARI WEST, MUMBAI, INDIA | 36,00,00,000/- |
| HINDUSTAN PETROLEUM CORP LTD | MARATHON FUTURE X BLDG, LOWER PAREL, MUMBAI, INDIA | 10,00,00,000/- |

1. **Golden Marble - Asst Accountant cum Sales Asst - Aug’2013-Nov’2014**

**Golden Marble (GM)** is a retailer, wholesaler and distributor of tiles, marbles, and granites and sanitary based in Mumbai, India. It is a part of the construction industries.

* 1. Assisting walk-in customers find what they are looking for.
	2. Giving client support during all stages of sale.
	3. Keeping accurate records of all sales and prospecting activites
	4. Advising customers when they are making purchase decision
	5. Writing up email proposals, respond to pricing queries
	6. Growing existing business relationships and acquire new ones.

**GOAL**

My Goal is to learn nurture my skills to the best platform and contribute towards its growth. I wish to see myself on a respectable position.

**DECLARATION**

I, hereby declare that the above mentioned details are true to the best of my knowledge. I assure that I will be the successful person in your successful establishment, by fulfilling my responsibilities.