

Career Objectives

To acquire a challenging position in an environment where I can best utilize my skills and education and to obtain a management position, in which I am given the opportunity to play a direct role in the unlimited growth and success of solid organization.

Personal Information

Date of Birth:	25th July 1989
Marital Status:	Married
Passport No:	U0221392
Passport Expiry Date:	22/06/2031
UAE Visa Expiry Date:	12/10/2021
Languages Known:	English, Hindi, Gujarati and Marathi

Work Experience

Sept 2020 to Jan 2021	<p>Sales Executive Square Yards</p> <p>Key Responsibilities:</p> <ul style="list-style-type: none">o Setting sales goals and developing sales strategyo Researching prospects and generating leadso Making appointments with new and existing clientso Handling customers questions, inquiries and complaints
April 2018 to Nov 2019	<p>Relationship Manager/Showroom Manager NGC Nafees Pvt Ltd</p> <p>Key Responsibilities:</p> <ul style="list-style-type: none">o Streamlined sales, inventory and payroll reporting resulting in improved productivityo Attend walk-in clients and negotiate deals with customerso Expanding the customer base by up-selling and cross-sellingo Building and maintaining profitable relationships with key dealerso Create strategies and work with clients to boost their brando Provide required documentation to the sales team and warehouse staff to generate business leads and for processing orders respectivelyo Conducting business renews using CRM programso Provided training and support to new staffo Work quickly to address and resolve customer issues, if any
June 2017 to April 2018	<p>Restaurant Manager Happy Bites</p> <p>Key Responsibilities:</p> <ul style="list-style-type: none">o Delivering superior food and beverage service and maximizing customer satisfactiono Liaising with customers, employees, suppliers, licensing authoritieso Recommend ways to reach broader audience (e.g. discounts, brochures)o Managing budgets and planning menuso Ensure compliance with licensing, sanitation and safety regulationso Recruiting, training and supervising staff
June 2016 to	<p>Relationship Manager Accumax Interior Products Pvt Ltd</p>

- June 2017 Key Responsibilities:
- Keeping customers updated on the latest products in order to increase sales
 - Notify the sales team of new sales and cross-selling opportunities
 - Setting up meetings for Regional Sales Manager with new clients & architects in PAN India
 - Aim to preserve customers and renew contracts
 - To provide product knowledge to end users with quick service by communicating with our existing dealers
 - Resolving customer complaints quickly and efficiently
- Rewards & Recognitions
- Appreciated and Awarded for highest Channel Partner Appointment in the year 2016-2017
 - Appreciated and Awarded for highest New Channel Partner Orders in the year 2016-2017
- April 2014
to
June 2016 Senior Associate
Willis Processing Services India Pvt Ltd
- Key Responsibilities:
- Proactively managing clients portfolio and timely payment of all costs associated with insurance and risk financial programs
 - Assist with special projects and additional duties as assigned by management
 - Responsible for reviewing & configuring financial data
- Rewards & Recognitions
- Appreciated and Awarded for Best Trainee in 2014-2015
- Mar 2012
to
April 2014 Content Writer & Project Assistant
Network 18 (Burrp Software Pvt Ltd)
- Key Responsibilities:
- Organize writing schedules to complete drafts of content or finished projects within deadlines
 - Communicate and cooperate with a writing team, including content manager, editors and web publishers
 - Create eye-catching and innovative headlines
 - Taking care of daily, weekly and monthly channels on the Burrp website
 - Adding information of movies, TV series, sports and documentary shows
- Rewards & Recognitions
- Appreciated and Awarded for Highest number of Channel Management

Educational Qualification		
Qualification	University / Board	Class
S.S.C	Maharashtra Board	First Class
H.S.C	Maharashtra Board	Second Class
Architecture	L.S. Raheja School	Second Class
TY.BSC	Mumbai University	First Class
Travel and Tourism	Vatsala Tourism Academy	Distinction

Additional Qualification
<ul style="list-style-type: none"> ○ Desktop Publishing (Photoshop, Corel Draw) ○ Microsoft Office Word, Excel & Power Point