

CURRICULUM VITAE



Name: Ajit Nitin Jambhale

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Current Location: Dubai, U.A.E

Objective

To seek a challenging position where there is an opportunity for professional growth & self-Development. To work in an organization with responsibilities and commitment to achieve the goal set.

Personal Details

Name	- Ajit Nitin Jambhale
Gender	- Male
Date of Birth	- 25.04.1991
Marital Status	- Married
Nationality	- Indian
Visa Status	- Employment visa free zone till Dec 2022
Languages Known:	- English, Hindi, and Marathi
Passport Validity	- 20/07/2025

Education and Professional Certification

- **MASTER OF BUSINESS ADMINISTRATION:** (Sales & Marketing) 2016.
A Grade, Institute of Business and Retail Management.
- **BACHELOR OF COMMERCE:** 2013.
First Class, Sikkim University.
- **HSC (Class 12) – Year 2007 -2008.**
Second Class, Mumbai University Maharashtra.
- **SSC (Class 10)- Year 2005-2006**
First Class, Maharashtra State of Board

EXPERIENCE

ORGANIZATION: RAJ PETRO SPECIALITIES (DUBAI DMCC)

DESIGNATION: SR. SALES AND OPERATIONS EXE. (MIDDLE EAST)

PERIOD: 07 NOV 2019 TO TILL DATE.

- DESCRIPTION: Ensure all documentation with respect to bulk shipment operations, invoice making, Letter of credit (LC operations), etc. is completed accurately within the set timelines.
- Conduct market research to identify selling possibilities and evaluate customer needs for various products such as Transformer oils, process oils, Industrial and automotive lubricants, greases, etc. in Auto, Power, Rubber, Cosmetics, Life sciences and other industries
- Map territory to identify new customer groups (Industrial consumers and Channel partners) to market various products
- Coordinate with the relevant Logistics/operation teams for timely delivery of products
- Attend business meetings with potential clients, understand their business requirements, observe, and learn how suitable products are offered.
- Actively seek out new sales opportunities through cold calling and networking; and acquire new customers through field visits in the assigned territories.
- Handling end to end sales operations for the assigned customers
- Prepare and deliver appropriate presentations on products/ services
- Create periodic reports with sales and financial data
- Generate repeat orders from existing customers by providing excellence in service.
- Demand planning and projection

ORGANIZATION: FLEX MIDDLE EAST FZE (Jebal Ali)

DESIGNATION: EXPORT SALES OFFICER COORDINATION & SALES (AFRICA, MIDDLE EAST, EGYPT)

PERIOD: 08/10/2017- 30/10/2019.

Flex Films is part of the India-based UFLEX Group, which is one of the world's leading producers of Flexible Packaging materials and systems. It has annual revenues of around US 1.2 billion and is the world's only fully vertically integrated conglomerate in the Flexible Packaging business.

- Managed the complete Coordination cycle for Sales Department, Pertaining to clients across South Africa Market.
- Coordinating for sales operation across company's Dubai, India & Egypt Plants.
- Contacted potential customers to arrange appointments and making follow-up calls to confirm sales orders and payment cycle. Payment collection is first priority every day.
- Carried out administrative tasks such as data input, processing information, completing paperwork, and filing documents and developing a filing system that keeps all active sales files available digitally and in hard copy form.
- Supported the field sales team and Responding to sales queries via phone, e-mail and inwriting.
- Generating PFI invoice as per the client PO and booking the order as per the

AXIS BANK LTD. (PAY ROLL BY AXIS SECURITIES)

FROM AUGUST 2013 - JUNE 2017

DESIGNATION - TEAMLEADER (SALES & OPERATIONS)

RESPONSIBILITIES: Sales (Multi product) Handling Product like saving account, credit cards, Demat account, Personal loan. Existing Client outstanding Payment follow up, Arrange collection through executives. Revenue generation 10X = salary Monthly target achieve so many times. Do costing MIS weekly basis for Achieve sales target.

ANGEL BROKING LTD

FROM MARCH 2010 - AUGUST 2013

DESIGNATION -SR. RELATIONSHIP EXECUTIVE (TEAM LEADER)

RESPONSIBILITIES:

- Take Lead from brokers and employee and make appointments and close.
- Opening new trading account. (Individual, HUF & Corporate, Partnership, Proprietorship Firm).
- Handling online Accounts opening of trading account. (Online Client Registration).
- Handling KYC Registration Agency (KRA) system and Distribute KRA Files.
- To co-ordinate with branches for opening new trading a/c of the clients.
- Opening new Demat accounts.
- Activities include verifying the mandatory proofs of the client required, as per Securities and Exchange Board of India (SEBI) guidelines.
- Coordinate with Relationship Officer, Branch Manager and sort out client issues.
- Handling branch & Branches queries relating to Documentations.
- Preparing MIS of daily & monthly report.
- Handling clients calls and answering related account opening issues
- Maintaining incentive reports, commodity reports, Mutual Fund reports and Client Relationship Management (CRM) approval.
- Distribute incoming and outgoing mail.
- Collecting and processing cheques by coordinating with HO and Banks.
- Maintaining daily accounts opening register

Computer Skills

- MS Office -Word, Excel, Power Point, Internet & Email Operations,
- English Typing 30 WPM Passed with 'A' Grade.
- Marathi Typing 30 WPM Passed with 'B' Grade.

ACHIEVEMENTS:

- Recently in Axis I Was win 2 pan INDIA contests in Sales Activations as well as pan India performer for consecutive 2 months. (2017 March and April).
- I had been rewarded for the best performer in the consecutive Quarter for the period of June 2012 to October 2012.
- I had been rewarded for getting big ticket size incentive amount of 100000.

Area of Interest

- Finance, Banking, Broking, Sales, Logistics and Shipping, Real Estate.
- Here, I declare that all above statements are true to the best of my knowledge & Belief

PLACE : DUBAI

(AJIT NITIN JAMBHALE)