**Gulfjobseeker.com CV No:** **1310634**

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D.O.B: 11th May 1990.

Objective

*“Learning to use my inherent & taught skills in the best possible way for my personal and professional growth, within the sales/marketing department, possibly with an international perspective”*

Work experience

R. O Shoppee June 2013 — July 2014

Team Leader

Prepare sales reports & maintain records of customers.



Allocating tasks to staff and ensuring the performance of the staff is proper and organized.



Support, motivate staff member to achieve individual & team target & supervise daily work of sales staff. Reporting to management about the sales plan in order to archive sales target required by the company. Detailing the sales action plan and to ensure that the target would be achieved on a monthly & annual basis.



R. O Shoppee June 2012 — June 2013

Marketing Executive

Routine follow ups, maintaining the relations with clients & generating new leads. Sourcing, advertising opportunities and placing adverts in local & regional areas.



Managing & Designing the marketing materials including leaflets, posters, flyers & newsletters. Arrange new marketing campaigns for further growth.



Calculating the growth of the company and generating monthly reports.



Trinity Solutions December 2010 — April 2012

Team Member

Plan, organize & develop events for Trinity Solutions.



Marketed & promoted the events, enhanced the crowd & convince sponsors for the specific events. Volunteer and handle the event effectively

Qualifications

Masters in Business Administration (M.B.A)



* Bachelors in Computer Application (B.C.A)

Education

Masters in Business Administration August 2010 — June 2012

SMJV’s C. K. Shah Vijapurwala Institute of Management - Gujarat Technological University, Vadodara.

Selected Specialization in Marketing.



Obtained the MBA degree with 6.89 CPI



Bachelors in Computer Application July 2007 — May 2010

D.U.I.A.S, Valsad - V.N.S.G University, Surat.

* Obtained Second class in BCA degree.

Interests

To keep myself updated with latest in automobile sector.



Travelling, meeting new people, riding bikes & cars.



Watch motivational movies.



Key Strengths

Adaptability & a team player.



Presentation skills in English, Hindi & Gujarati.



Corporate Communications, Marketing Strategies & Campaigns.



Willingness to learn different skills-sets & willing to travel.



Positive mind-set & Dedication.