**JAYESH**

[**JAYESH.298086@2freemail.com**](mailto:JAYESH.298086@2freemail.com)

**OBJECTIVE:-**

* To become a successful marketing & sales executive or shipping in charge or store in charge or production manager or supervisor or office assistance.

### ACADEMIC QUALIFICATIONS:

* Bachelor of Art’s with Geography in year 2000-01 from Mohanlal Sukhadiya

University, Udaipur.

* Master of Art’s with Political Science in year 2003-04 from Mohanlal Sukhadiya

University, Udaipur.

* + Post. Graduation Diploma in Computer Application with V.B 6.0 in year 2003-04 from

M.C.P.R.V. University, Bhopal (M.P.)

### Computer Literacy:

* Good hold over MS-Office.
* Win 2000 Prof. ,Win XP Prof., Win 8 & Win 10
* Working knowledge of Tally 6.3.
* Excellent knowledge in MS-Excel & word with typing speed of approx 40 w.p.m
* Front end user in S.A.P. (Sales & Distribution Module).
* Working knowledge with focus (from 2010 to 2015).

### Work Experience:

Al Sokhour Readimix Co. LLC.

* One of the larger suppliers of Ready mix Concrete in Oman.

17th July 2010 to 14th December2015:-

*Designation: Counter Sales & Dispatch in charge and plant supervisee*.

**Job Responsibility:**

* Arranging for client requirement as and when required.
* Finalizing rates as per the company norms.
* Handling important projects.
* Coordinating for raw material & manpower as per requirement with the concerned department.
* Preparing for daily work schedule for distribution department as per the client

Requirement.

* Working and using FOCUS for delivery note and others.

Al Turki Cement Products L.L.C (Sohar - Oman)

One of the largest suppliers of Ready mix Concrete, Blocks and Crusher materials in Oman

**11th May 2006 to 05 may 2010:**

*Designation: Sales & Dispatch Personnel*.

**Job Responsibility:**

* Arranging for client requirement as and when required.
* Finalizing rates as per the company norms.
* Preparing monthly Sales & Production summary reports.
* Coordinating for raw material & manpower as per requirement with the concerned department.
* Preparing for daily work schedule for distribution department as per the client requirement.
* Narayan Seva Sansthan, Udaipur (Raj.)

A Social Welfare Organization that collect donation for physically & mentally retarded people.

**ONE YEAR**

*Designation: Computer cum Internet operator.*

**Job Responsibility:**

* Receiving E-Mail from all concerns & forwarding it to head of department for further processing & receipt for the same.
* Sending E-Mail regarding prospectus of the organization & inviting them for donation.
* *Govt. Senior Secondary School, Rundera( Udaipur)*

One of the best schools in town.

**ONE YEAR**

*Designation: Computer faculty*.

**Job Responsibility:**

* Used to teach & trains Students in basic operations of Computer.
* To trains in Microsoft word, Excel and PowerPoint
* Teach them basic knowledge of programming languages as C & C++.

### Additional Skills:

* Good command over Arabic.
* Good communication & interpersonal skills.

### Personal Details:

* Date of Birth 03rd July 1980.
* Marital Status Married
* Gender Male
* Nationality Indian
* Blood Group B+

(Issued from- Muscat, Sultanate of Oman)

* Driving license GCC valid Light Vehicle License
* Driving license Indian Govt. approved Light Vehicle License

### Personal Traits:

To be one of the dedicated & important team member as well as important decision team maker of the organization