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| **DIGANT** **DIGANT.335720@2freemail.com** |  |

Profile

To contribute and succeed in professional setup in the related field with the vision of growing & with the organizational growth. Designing & executing comprehensive sales strategy to attain targets & growth output for the company, tracking competitor’s information & activities to suitably refine the sales strategy. I am highly customer focused ensuring flawless and continuous customer service in order to achieve highest levels of satisfaction and recurring business.

Objectives

Consumer durable, finance, retail asset.

Key skills

* Strong communication skills.
* Well-organized in office duties as well as personal life.
* Self-motivated.
* Understanding of the fundamental principles of business administration and their practical usage
* Profound managerial qualities and skills to handle multiple teams simultaneously
* Ability to handle internal activities of an organization as well as the external dealings with customer,service dept., vendors, institutions etc.

**Academia**

* **Graduate (Commerce)**
* **MBA (Exe.)**

**I T Skill**

* Diploma in Computer Application
* MS Office, internet

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**Professional experience**

**Currently working as a show room manager at Tanzania center for cultural Heritage, (Dar es salaam), Tanzania, on of segment of Quality Group Ltd, which is Tanzania’s one of the largest group dealing in automotive, telecom, engineering, investment & financial services, agro, knowledge processing, food & beverages, life science, real estate, trading & distribution over 9 countries.**

**Here handling largest collection of antiques, cultural and heritage products in Tanzania, awarded by prof. and cabinet minister mr. Elisante , govt. of Tanzania.**

**Functions**

* **Handling retail & corporate sales, back office work, petti cash management, accounting work on tally,banking duties as routine work.**
* **Working on POS and CORE software.**
* **Sales, cash, stock audit reporting to G.M., G.M.(accounts), S.S.O,, G.M.(marketing) ,G.M.(audit), Director on daily basis.**

**Previous:-**

1. **Senior show room Manager in the level of Asst.Manager at Usha International Limited, Rajkot from 2010 to April 2016.**

. (Usha International Ltd. is an ISO 9001 certified Company. which is the largest consumer durable marketing organization in the country,selling energy efficient fans, sewing machines, cooling& heating appliances, home appliances,lightings, auto products etc..)

**Functions**

* Handling entire sales & administrative duties and tasks
* Perform showroom procedurein the everyday running like processing invoices,expences, stock, banking etc.
* Design and execute daily activities for direct sales to generate more revenue.
* Managing various daily reports provided by D.S.O & H.O.
* Organize and maintain files & registers.
* Staff recruitment & product training.
* Individually worked on SAP & CSS.as company’s software.
1. **Sales manager at I.B.Motors Guj Pvt.Ltd ( Patel Suzuki ),Rajkot since July’08**

**to Nov.’10.**

 (An authorized & largest selling of Suzuki motorcycles in saurastra.)

**Functions**

* Co ordinated with entire sales team for daily retail figure.
* Involved personally with customer sales & institutional sales for successful closing.
* Maintained various reports, registers,& vehicle stock on daily basis.
* Prepared various schemes for various products.
* Planned for activities, camps, advertisements & demonstration daily, weekly & monthly.
* Daily reported to MD, Admin dept. & HO.
* Co ordinated with finance executive for finance schemes, login files TAT, disbursement & payout.
* Maintained products detail, competitor’s policy & scheme.
* Developed sub dealers in our territory.
1. **Team leader in I-solutions India pvt.ltd. (an associate of ICICI bank ltd.) , since June’02 to June ’08.**

(Second largest banking sector & leader in two wheeler finance in India).

**Functions**

* Co-ordinated with sales & fin.dept. for t.w. loan sanction of customer.
* Prepared details regarding applicant’s finance amount, interest portion & maintained IRR.
* Co ordinated with finance team for schemes, verified KYC documents, logged files in time, disbursement TAT & maintained PDD as location wise.
* I was an authorized person on behalf of my bank to check the loan documents & profile of the customer, if all documents & profile matched with the policy than i provided loan to customer.

**Personal information**

* Date of Birth November 24,1974
* Gender Male
* Marital status Married
* Religion Hindu
* Nationality Indian
* Sports Certificate in martial arts, table tennis, volley ball, sprint.
* Languages English, gujarati, hindi.