**Amit**

|  |  |  |
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|  |  | **UAE Driving License: Valid Till 2021** |
| **Academics:** |  |  |
| **YEAR** | **DEGREE** | **BOARD/UNIVERSITY** |
| **2012-2015** | **MBA Human Resource** | **Jaipur National University** |
| 2008-2009 | Diploma Computer science | Mumbai University |
| 2004-2007 | B. Com | Jaipur National University |
| 2002-2003 | HSC | Maharashtra |
| 2000-2001 | SSC | Maharashtra |



**Professional Experience 1**

**Designation: Sales / Marketing Co-ordinator**

**Duration: 2010 to Present**

Job Profile

Provides Export & Imports of Building Materials and General Trading.

Countries dealing with: UAE, Iraq, China, India, Czech Republic and Indonesia

Key Responsibilities

**Sales and Marketing**

* Create marketing strategies through planning and research on various factors such as pricing, competition, marketing research and customer/client preferences.
* Communicate with the clients and evaluate their needs and specification.
* Prepare the Purchase Order
* Source the goods from different vendors in the market to get the best price thus help in earning greater profit
* Coordinate with the purchase and delivery of goods
* Check that the products to be sold are well displayed
* Attend all the top seminars / trade shows / Exhibition related to the industry to know and to find the latest developments / competitors / products in the industry
* Recruit and Train staff
* Monitor various accounts, maintain and control the office budget as far as the cost is concerned.

**Professional Experience 2**

**Barclays Bank**

**Designation: Financial Advisor (Personal Loan)**

**Duration: 2009 to 2010**

Job Profile

Barclays bank provides personal banking, credit card, personal loan, business loan like based on their financial background, mutual funds, life insurance etc. As a Personal Financial Advisor, I was involved in helping the clients in their financial investments by providing them avenues for Investments

Key Responsibilities



* Possess the ability to utilize a variety of reports, summaries, and procedures to analyse future financial needs of clientele and tailored plan for them.
* Administer policies/procedures in a fair and consistent manner
* Review and distribute pertinent cross-product information.
* Monitor and track issues to ensure accurate resolution for client’s portfolio
* Provide advice and guidance for customers with a focus on delivering a positive customer experience according to vendor standards.

**Professional Experience 3**

**N P Manek Export & Cargo (P) Ltd**

**Designation: Administration & Operations**

**Duration: 2007 to 2009**

Job Profile

N. P. Manek Export provides all type of Export cargo assistance.

Key Responsibilities

* + Handle all Air freight & Sea freight documents
* Keep records and database of clients, making invoice, sending SOA’s to required clients
* Deal with enquiries from the clients & making quotation
* Keep track of all shipping line, do Customs Clearance from port if required
* Coordinate with marketing and media team.
* Handle & coordinate purchases with international clientele
* Safe keeping of important & confidential documents

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**Computers and Other professional know-how**

* Proficient with MS Office based applications like MS Excel, MS Word and MS PowerPoint



**Soft Skills**

* Excellent Communication skills
* Team player
* Ability to plan and initiate activities and carry them through completion



**Personal Details**

* Nationality: Indian
* Gender: Male
* Date of Birth: May 08, 1986
* Languages known: English, Gujarati & Hindi
* Personal Contact: amit-398202@2freemail.com
* Reference: Mr. Anup P Bhatia, HR Consultant, Gulfjobseeker.com 0504973598

I am available for an interview online through this Zoom Link <https://zoom.us/j/4532401292?pwd=SUlYVEdSeEpGaWN6ZndUaGEzK0FjUT09>



References available on request