Jinesh



Sharjah, UAE.

Summary



Experience of 5 years as Operations Specialist in Industrial Catering & Laundry equipment sales and service company in Nairobi - Kenya, Africa. And 2 years as Sales Executive cum Visa Assistant in visa consultancy company in Gujarat - India and as Sales Co-ordinator in testing laboratory in Dubai-UAE. with experience of successfully coordinating the activities of various departments concerned with the Production, Pricing, Sales, distribution of products and After sales services. Comfortable working with people of all levels and having a excellent commercial approach to solving problems and developing business processes.

Professional Experience



Accredited Laboratory Center in Dubai, UAE



Sales Co-ordinator

1-5-2020 - Till date.

1. Handling urgent calls, inquires, emails, and messages when Sales Representatives are unavailable.
2. Helping the sales team to improve their productivity by contacting customers to arrange

appointments, sending quotations on behalf of sales representatives.

1. Collaborating with other departments to ensure sales, marketing, queries, and report deliveries are handled eﬃciently.
2. Developing and maintaining filing systems so as to maintain sales records and provide financial information to the finance department.
3. Data encoding test reports.

King Infinity Overseas (Anand, Gujarat - India) Sales Executive cum Visa consultant Duties;



01/09/2017 - 31/12/2019

1. To provide immigration advice to prospective permanent residency visa and those registered through the application.
2. Generating new sales leads.
3. Investigating claims put forward by clients when necessary.
4. To check all PR requests and the corresponding documents thoroughly to ensure that only genuine client who meet the requirements.
5. Guiding the client how to apply the transcripts from University
6. Providing the information to Clint regarding how to check the WES (west evolutions services) report in Canada website.
7. Explaining the documents for next stage of EOI (Expression of Interest).
8. Informing the client through mail regarding cut off score and new updates from given by Canada immigration.
9. Negotiations on B2B rates of holiday packages.
10. Keeping track on monthly expenses and cost cutting where necessary.
11. Filling monthly GST.

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| Kitchen Professionals Ltd ( Nairobi - Kenya) | 1-06-2012 - 30-05-2017 |
| Operations Specialist |  |



Duties;

1. Managing a team of approximately 25 employees.
2. Creating, managing and analyzing performance data of all employees and other information.
3. Client follow-ups and generating new leads.
4. Attend all site meetings with client and coordinating with all other professionals till

kitchen / Laundry / Cold rooms is commissioned & handover.

5. Peeparing design of all projects designs and to make sure that it's in as per clients project budget and without compromising on quality and functionality.

1. Placing imports orders and handling imports and exports.
2. Making quotations and finalizing quote after negotiations with clients.
3. Finalizing design and quality of stainless steel customized fabricated items.
4. Handling stainless steel fabrication division
5. Handling after sales services. To identify, approve and process all the parts of commercial equipments under warranty.
6. Purchasing, procuring or sourcing goods locally in the market.
7. Handling logistics and local deliveries and to make sure goods are packed properly to avoid dent and paint and scratches.
8. Handling on site coldrooms installations.

Education Qualifications



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| SAI Institute of Management & Technology Studies | 2005 - 2008 |
| Diploma In Computer Application |  |
| B+ |  |
| H M Patel English Medium School | March 2005 |
| Secondary school Certificate Examination |  |
| Projects |  |
|  |  |



Park Inn Hotel (Radision Group) - Westlands, Nairobi



This project, includes bars, restaurants and parts of main kitchen. Installation all of the corresponding food service equipment for the project per the plans and specifications.

Dusit D2 - Nairobi



As part of this project, we participated in the new construction of the hotel kitchen, which allowed them to provide a full design with specifications.

Royal Tulip - Nairobi



Apart from catering equipment we also supply, Install and Commissioning of Industrial Laundry and Dry-cleaning machines.

The Lazizi Premier (Sarovar Group)- JKIA Airport, Nairobi.



Design, Supply, Installation and commissioning of Kitchen equipments, Laundry equipments, Buffet, Bar, Coffee house and Cold rooms.

Language



Kiswahili



English



Hindi



Gujarati



Personal Attributes



Ability to demonstrate initiative, discretion and tact.



Ability to work as a team leader and to interact with both professional and non-professional

personnel at all levels within the organization.

Hardworking and work without supervision also keen on punctuality, ready to adjust to changes.

I am responsible for whatever is done within my line of duty.

Adept learner, time conscious and focused.

Personal Details



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| --- | --- | --- |
| Date of Birth | : | 30/10/1987 |
| Marital Status | : | Married |
| Nationality | : | Indian |



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Personal Contact : jinesh-399062@2freemail.com

Reference : Mr. Anup P Bhatia, HR Consultant, Gulfjobseeker.com 0504973598

 Email: feedback@gulfjobseeker.com