**BHAVEN**

 **E-mail:**  **bhaven.144144@2freemail.com**

**CAREER OBJECTIVE:**

Seeking a position to utilise my skills and abilities in Sales & marketing, operations and administration that offers professional growth while

being flexible andcontinously learning and developing functional,

Managerial capabilities and Leadership **skills.**

**PROFILE**

A goal oriented person having a good working attitude, able to work under pressure and having an excellent health, capable of adapting to a new environment and community and extremely fast learner, ability to provide assistance to superiors at all times.

**STRENGTHS**

|  |  |  |
| --- | --- | --- |
| \* Priority Sales & Business Development with better Skills & techniques. | \*Key Customer Satisfaction with Quality and best Service. | \* Team Building and Leadership. |
| \* Competent to overall Operations & Administration. | \* Co-ordination with the Management. |  \* Banking Activities |

 \*Sales and Marketing .

**SPECIAL SKILLS**

Typewriting speed @ 30 wpm.

Fundamental knowledge of computer basics in Ms Office & Internet Skills.

Proficient in Tally ERP 9 Accounting package.

**PROFESSIONAL EXPERIENCE**

January 2017 - Till Know **SHREE SAHAJ OPTICA**

 **JamliGali,Borivali West,Mumbai[ India ]**

**Manager**

Its an Optical Retail shop being totally well maintained & managed with main focus on Customer satisfaction and Perfection in Service along with Sales Progress.

September 2014 – November 2016 **SUPER VISION OPTICAL LLC.**

 **Times Square Centre, Dubai, U.A.E.**

**Showroom In-Charge**

 Job Profile:

* Understanding, Identifying and fullfiling the potential needs of various clients.
* Ensuring customer Satisfaction by servicing and maintaining quality.
* Maintaining daily sales and customer records for easy future reference.
* Responsible for reaching over and above the monthly Sales target.
* Daily correspondence to the management relating to sales & other activities.

January 2011 – MAY 2014 **LUTFI OPTICAL CENTRE LLC.**

 **Dubai, U.A.E.**

**Showroom In-Charge**

 Job Profile:

* Responsible for managing all activities of the Showroom like Sales, Purchase, Stocks, Staff, banking activities, legal matters etc.
* Priority to customer needs and satisfaction, quality service & after sales service.
* Maintaining proper records for easy reference & better service to customers.
* Placing orders with the suppliers at competitive prices.
* Daily sales report to the management for mutual correspondence & better sales.
* Monthly stock-taking ordering stocks as per the latest trend and needs of market.

April 2006 – October 2010 **VISION 2020**

 Borivali, Mumbai, India

**Shop In-charge**

 Job Profile:

* Managing the overall activities of the shop like purchase, sales, stocks, staff,banking activities etc.
* Main focus towards fullfiling the customer needs and after sales service.
* Conducting surveys, eye-camps at various places as a social service.
* Responsible for daily sales and reporting the Owner for better sales.

 May 2004 – March 2006 **MAHAVIR OPTICS**

 Borivali [gorai], Mumbai, India

**Sales Executive**

Job Profile:

* Start of my career into the Optical field as a Sales Executive/Associate.
* Interacting with the customer for selling frames, eye glasses, contact lens etc
* Main concern is customer satisfaction and better sales.
* Maintaining customer records for future easy reference in the system.

January 1997 – April 2004 **MANGALAM DRUGS & ORGANICS LTD.**

Marine Lines, Mumbai, India.

**Finance Officer**

Job Profile:

* Act as a finance Controller, avail huge loan facility from various financial instituitions needed to run smoothly the manufacturing pharmaceutical unit based at Vapi,Gujarat.
* Handling routine banking activities, like cash collection and deposits, apply for bank guarantee, letter of credit for credit limit facility, export / import documentation with the bank for purchase and sales of goods, visit to register of company etc. Even visit to various local parties for collection of payments.
* Visit to Gujarat, ROC office for documents registration, legal issues etc.
* Correspondence with banks and other financial instituitions on regular basis.

April 1995 – December 1996 **MOBILINK FINANCIAL SERVICES PVT.LTD.**

Lower Parel, Mumbai, India.

**Customer Representative**

 Job profile:

* Worked for the promotion of Citibank Credit cards and Personal Loans.
* Based on the financial background of the customers, provide them credit cards personal loans and other services by visiting door to door offices.
* Do surveys and Maintain proper data of the customers to fulfill their needs related to personal loan, Credit cards etc.
* As a Marketing and Sales, help clients in their financial investments by providing them avenues for Investments by providing personal loans.

**Note:** During my Job career, I have worked 8 years as a part-timer Advisor cum Agent for **LIFE INSURANCE CORPORATION OF INDIA** in Mumbai visiting door to door and convincing the people for insurance as a social security for the family as per the needs, by doing smart savings, helping to avail home loans through proper documentation etc.

**EDUCATIONAL QUALIFICATION**

**Diploma in Business Administration-Logistics Management**

IIBM -Indian Institute of Business Management-Delhi, India.

 **B.com**

Bundalkhand University,Jhansi [ INDIA]

**TRAINING**

**Fundamental basics of Optometry.**

 Amar Institute of Optometry**.**

 Borivali, Mumbai, India

**Tally Erp 9-Accounting Package**

 Raj Software Technology[India]Ltd.

 Borivali, Mumbai, India

**PERSONAL DETAILS**

Nationality : Indian

Date of Birth : 19th December

Personality : Handsome, charming look.

Languages : English, hindi, kannada.

Civil Status : Married.

 **\* DOCUMENTS WILL BE PROVIDED AS PER REQUEST\***