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**Objective**

Challenging position in office execution with a strong desire to make a substantial and positive impact towards the success of the organization to improve my career growth.

 **Professional Summary**

* A Commerce Graduate, proficient in managing corporate relation, planning and development, Retail business, Global Sourcing, Business Development, Sales & Marketing, Vendor Management, Product Development, Distribution, Development and Implementation of Systems & Process. Overall 18 years of commercial experience in General Management.
* Presently working as a Sr. Business Development Manager at Styluz Technologies looking after business development for Advertising, Branding, Printing & Operations.
* Previously worked as a Marketing & Placement Officer at Aditya Institute of Management Studies and Research.

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* Good oral and written communication - Organized and efficient in work skills- Professional telephone practices- Work independently and prioritise work according to need- Can get along well with individuals of all levels- Ability to work as a team- Able to communicate and interact effectively with others- Work with confidential information and maintain High level of secrecy in confidential matters Willing to learn new processes & procedures as appropriate.

 **Academic Profile**

* Bachelor of Commerce from Gujarat University – 1996.

 **Computer Skills**

* MS Office - Microsoft Word, Excel, PowerPoint - Excellent
* Designing - Corel Draw X5, Photoshop 7 - Excellent
* Acrobat 9, 10
* Windows 7

Technical expertise and trouble shooting of both software and hardware

 **Work Experience**

**Present: August 2013 – February 2015**

Working as a Senior Manager - Business Development at Styluz Technologies :

* To develop business locally and globally with overall marketing and branding activities which includes branding, promotions, advertising and print media. Looking after corporate catalogue, brochures of corporates and institutes.
* Co-ordinate with various agencies for effective implementation. To provide inputs for introduction of additional products apart from the products initially entrusted.
* To collect Marketing intelligence to evaluate Company status and report to Management periodically.

**February 2013 – August 2013 (6 Months)**

Worked as a Marketing & Placement Officer at Aditya Institute of Management Studies and Research.

* Overall brading Activities - Promoted this management institute on its entry level by revamping their Website, Brochure, Placement brochure only in just 3 months of my career which was a great achievement during my working with the institute.
* Designed and implemented the entire stationery from examination sheet, mark sheet, certificates and handled two successful event co-ordination with the director madam.

**August 2001 – February 2013 (12 Years)**

Dy. Manager - Corporate Presentation

* Worked with Varun Industries Ltd. As a Dy. Manager Corporate Presentation. During the period was assigned various overall activities and responsibilities which had completed successfully.

**Routine Office Execution:**

* Managing Day to Day office activities viz. Correspondence, Emails, Typing Letters, and Generating Formats using Microsoft Word & Excel. Scanning documents and mailing them to relevant companies.

***International Marketing***

* Sourcing relevant companies globally by internet and other promotional companies. To identify the potential customers & opportunities following up by sending product details, price list and closure the deal. Following up with manufacturing and packing team, documentation team till confirmation of receipt. Regenerating orders and maintain complete process related to accounts start from generating requirement, Quotation preparation, finalizing deal and payment follow up.

***Corporate Presentation***

* Corporate Brochures, Catalogues, flyers literatures, News Letters, advertisements and Price Lists for International Markets.
* Updating Corporate website and other various export promotional agencies webpages like IndiaMart, Trade India, Exporters India, Google Etc. and listing the new products / Services with our Global Product, Service, and Manufacturing Locator Listing Services.
* New Product Designs / Packaging / Export related formats generating Using Microsoft Excel & Corel Draw and for E-Mail Marketing (News Letters) Layouts and keeping record of promotional material.

**Projects Handled**

* varun.com (currently not working)
* saidhamrani.com
* varunpetroleum.com (currently not working)
* varunmadagascar.com (currently not working)
* luxuryingold.com
* muktikitchenware.com
* hennaplus.in

**International Marketing**

* New design and implementation of format like price list, Packing List, IMC formats and to generate new international enquiries. Successfully identified new clients from internet like cooking.com and Wal-mart.

**Overall Achievements**

* *Address Database Management Software*
* Successfully handled Address database and Lable printing software from basic structure designing as per the required aspects till updating. Platform: Delphi and database in Microsoft Access. Designed by Astra Software Consultant.

*Installation of Internet Lease Line (Corporate)*

* Planning and installation of dedicated and direct linkage high-speed, redundant, load-balanced backbone Internet connectivity known as Digital leased line. All built on scalable architecture that allows us to augment bandwidth as and when the requirement arises. The range of speed starts from 128 Kbps up to 2Mbps provided by Pacific Internet Services.
* *Promoted by management to the senior position as Assistant to Joint Managing Director in VARUN INDUSTRIES LTD and after reporting to CMD. My interaction with clients during my work experience helped me add to my qualities of relationship management. My position of responsibility helped me to understand the judicious handling of power at a very young age.*
* *Independently confronted various responsibilities and projects periodically in IT as well as product development department.*
* *Assigned responsibility of representing Varun Industries for presentation and promotions for "I for Afrika", 2012. organised by Indo-African chamber of commerce and industries.*

**April 1999 – August 2001 (2 Years)**

Makcur Laboratories Ltd. – As Office Executive.

* Browse and collect varies data from web sites, Packaging Design, part of costing team, Collect customer information to supply various company products, Assemble data for various department heads, and prepare reports, Place order, follow up with suppliers in coordination with Imports / Purchase Manager, business meetings with other senior managers and make the presentations.

**April 1998 – March 1999 (1 Year)**

* Rejoined Sethi Industrial Gases (Guj.) Pvt. Ltd. / Gujarat Acetylene Pvt. Ltd. – As an Office Executive. Handled various senior positions like excise officer, senior office etc.

**April 1997 – March 1998 (1 Year)**

* Five Star Pharmaceutical Pvt. Ltd. (Saket Projects Limtied) As Senior Executive, Administration.

**April 1996 – March 1997 (1 Year)**

* Sethi Industrial Gases (Guj.) Pvt. Ltd. / Gujarat Acetylene Pvt. Ltd. – As an Executive, Administration
* Office Correspondence, Receive, sort & distribute mail, fax and email and determine action required - Comprehensive record keeping - hard copy filing systems. Verify the database of dispatch and responsible for excise matter as well. Promoted to excise officer’s post during the tenure.

Some of the Clients handled:

* Shah Alloy Steel
* Five Star Pharmaceuticals

 **Personal Details**

Date Of Birth 23rd March, 1976

Language Known English, Hindi, Gujarati, Marathi (Written & Spoken)