**RESUME**

**Vishal M. Patel**

**203, Corner Stone,**

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**Film City Road,**

**Malad (E),**

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**Objective**

To work in an organization environment with new challenge provides ample opportunities for growth & knowledge.

**Summary**

* Rich experience of Administration
* Deep Knowledge of Sales & back office processes
* Over 7 year of experience in production and planning
* Possess Leadership qualities essential for job teamwork.
* Team Player
* Quick in learning and adapting to the latest technology.

**Academic Qualification**

MBA : James Cook University, Brisbane 2010-2012

PGRM : IBMT College, Bengaluru 2007-2009

B.Com : University of Mumbai (2006)

H.S.C : H.S.C Board (2003)

S.S.C : S.S.C. Board (2001)

**Computer Skill :** A sound knowledge of operating system like Windows95/98/2000/XP & familiar with MS-Word, MS-Office, Internet Surfing.

**Work Experience**

**From.NOV-2019- Till Date**

Organization – Amora Diamonds

Area of Operation – Sales and Client Procurement

**Job Profile**

* Emphasizing on sales and revenues
* Exploring new markets and new clients
* Designing and implementing a strategic sales plan that expands company’s customer base and ensure its strong presence
* Build and promote strong, long-lasting customer relationships by partnering with them and understanding their needs.
* Identify emerging markets and market shifts while being fully aware of new products and competition status.
* Stock Management
* Follow up after sales & maintaining cordial relationship with clients & brokers

**From.Dec-2017 – Oct-2019**

Organization – Parishi Diamond

Area of Operation - Sales and Business Development

**Job Profile**

* Focusing on online sales through Rapnet Query, Skype Query, What’s App.
* Proposing client with various sorts of deals as required to the client
* Generating more demands through local and global networks
* Understanding and try to fill the bridge gap of communication with international clients esp. from U.S., Canada, U.K., Australia and other western countries.
* Finalize sales and collect payments by totaling order.
* Inventory Management.
* Follow up with clients’ demands and requirement.
* Follow up with clients with after sales and making necessary arrangement of receiving payments and keeping record of it as well.
* Making necessary arrangement for the clients for receiving the goods on time.
* Securing Resources, Selecting Targets, Defining Priorities.
* Present Sales, revenue and expenses reports and realistic forecasts to the management team.

**From Oct-2015 - Dec.-2017**

Organization - Suken Exports

Area of Operation - Sales and Business Development

**Job Profile**

* Finalize sales and collect payments by totaling order and accepting tender from customer.
* Inventory Management.
* Follow up with clients’ demands and requirement.
* Follow up with clients with after sales and making necessary arrangement of receiving payments and keeping record of it as well.
* Securing Resources, Selecting Targets, Defining Priorities.
* Present Sales, revenue and expenses reports and realistic forecasts to the management team.

**From Jan 2014 - Sept.2015**

Organization - SIM Manufacturing Co. Pvt. Ltd.

Designation - Sarine Planner

Area of Operation - Diamond Planning

**Job Profile**

* + Rough diamond planning and marking
  + Monitoring weight loss and production efficiency
  + Optimizing Yield
  + Overseeing diamonds throughout the polishing process to ensure imperfections in the stones are handled correctly and target weights are achieved to extract the best value from the rough.
  + Expert in maintaining high standards of quality control to retain the ideal cut criterion.
  + Training and development.

**From May 2011 – Dec 2013**

Organization : 7-Eleven

Designation : Store Manager

Area of Operation : Sales

Address : 387, Lytton Road, Murarrie, QLD, AUSTRALIA, 4172

**Job Profile**

* Finalize sales and collect payments by totaling order and accepting tender from customer.
* Alertly watch customers at pumps to help prevent drive-offs, unsafe misuse of gasoline containers or placement and pumping multiple cars within the same transaction (Double Pumping).
* Provide product and services that are competitively priced, meet the requirements of internal and external customers at all times and abide by the Company's Statement of Values.
* Maintain cleanliness of equipment, counter area, floor, restrooms, exterior pump area, etc. to ensure safety and sanitation regulations are met.
* Know and follow all coupon-handling procedures.
* Assist in Kitchen area as needed.
* Assist other store Team Members in maintaining security in the store.
* Block and straighten shelves as needed.
* Assist with light stocking duties and inform management of any out of stock items.
* Replace misplaced items to the proper location.
* **From Sept. 2010 – Feb 2011**

Organization : BP Petroleum

Designation : Store Manager

Address : 200 Compton Road, Kuraby, AUSTRALIA – 4112.

Area of Operation : Customer Relation

**Job Profile**

**FROM 21-Jun-06 – 1-Jul-2010**

Organization : Bhavesh Manufacturing Co. Ltd.

Designation : Production Manager

Address : G1/Ramji Nivas, Thomas Chawl, Shantaram Pada, Malad(E),

Mumbai, India – 400097

Area of Operation : Mumbai, India

**Job Profile**

* Licensing, contracting & set up of agents.
* Agency Employee Set –up and hierarchy Maintenance.
* Inventory Management
* Taking care of all the joining & exit formalities for agents & employees of the company.
* Looking after the salary & commission issues to the laborers and agents.
* Regular updating of new process

Place: Mumbai

PS - References can be provided from the industry upon requests.