

Mr. OMKAR MILIND NAIK

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Permanent Address:
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colony, Behind Barista
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Present Address:
1501,Plot no 412,
Shivthar Tower,Vashi
Gao,Vashi Sector 31
400703.

Objective:

- Become a responsible person in a gems & jewelry industry by using my technical knowledge, analytical skills and problem solving ability for its growth and development

Educational Qualification:

COURSE NAME	BOARD/UNIVERSITY	YEAR OF PASSING	PERCENTAGE
H.S.C or equivalent	MAHARASHTRA BOARD	2011	71.80
S.S.C OR EQUIVALENT	MAHARASHTRA BOARD	2013	56.50
B.B.A	MARATHWADA UNIVERSITY (BAMU)	2016	71.20

➤ **Projects done during graduation**

Production management of SS Engineering Aurangabad 2015-2016

➤ **Additional Qualification**

- DONE WITH ADVANCED DIAMOND GRINDING COURSE FROM **SRDC MUMBAI**
- Done WITH DIPLOMA IN POLISHED DIAMOND GRADING FROM **IGI**.
- **PURSING DIGITAL MARKETING COURSE FROM UPGRAD (ADVANCED CERTIFICATE IN DIGITAL MARKETING)**

Work Experience: (5YEARS)

➤ **Worked at N.M creations as coordinator at Zaveri bazar Mumbai. (Sept 2016-July to 2018)**

Work profile was as follows:

- Visiting clients personally to ensure leads are closed
- Cold calling data base of clients collected on various shows

- Managing the production of gold and Diamond jewelry
- Examining the various stages during production such as casting, buffing, setting, polishing
- Maintaining the records of work done by worker (karigar).
- Maintaining the accounts of workers.
- Taking care of metals, diamonds, precious and semiprecious stones
- Managing the stock.
- Preparation of documents at time of export.

➤ **Participated in watch and jewelry show (2017-18) held at U.A.E**

➤ **Worked at KGK Group as Sales Support Executive. (Jan 2019-March 2020)**

Work profile:

- Handling the sales for existing customers and on boarding new members for jewelry sales
- Processing daily orders in Software
- Making daily report of orders processed
- Making SOP
- Tracking Shipments
- Tracking Orders
- Managing team work
- Client Co-ordination Regards to orders
- If required virtual meetings with clients
- Participating in jewelry shows
- Making customized jewelry as per clients requirement by coordinating with CAD team

➤ **Currently Working at Blue Star Diamonds as Sales Coordinator (DOJ- July 2020)**

Work Profile :

- **B2B Sale of Certified Lab grown and Natural Diamonds both online and offline.**
- Generating Leads with the help of social media platforms
- Cold calling
- Taking Client References for KYC
- Making Invoices
- Sales Follow up With existing clients
- Pricing Analysis
- Taking Care of all the Backend process

Declaration:

I do hereby declare that the above information is true to the best of my knowledge.

Place: Mumbai

Date:

(OMKAR MILIND NAIK)