

# Mayank Rajpura

Area Sales Manager, Sales Executive, Accountants

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(+91) 98792-03666

## EXPERIENCE

### **ROSETTA DIAMOND JEWELLERY PVT LTD, Surat – Area Sales Manager**

April 2016 – Till date

- Assisted in developing and implementing a relationship selling strategy to drive result in focus area in line with organization strategy to increase sales
- Identifying the business opportunities by analyzing the prospects and evaluating the customer inquiry
- Have experience in maintaining customer relationship including written, verbal communication and presentation skill in exhibition held in Delhi, Chandigarh, Bombay(IIS), Calcutta & Gujarat
- Scheduled appointment based call in outstation and track result to evaluate periodic growth
- Analyze monthly proficiency reports and develop strategies to attain productivity goals which aligned with organizational strategies

#### **Event Manager**

- Creatively research and integrate local community on social media platform to enhance sales for organization
- Conducted tour for exhibition by preparing plan how to increase our sales and promotion at exhibition

### **ADDICO INDIA PVT LTD (BAJAJ FINANCE LTD), Surat – Collection Officer**

February 2014 - March 2016

- Improved customer payment rates by analyzing and effectively supporting these accounts that had been neglected
- Kept company and department goals in line each month by setting up payment and setting up forbearance agreements over the phone
- Reviewed, and determined which accounts qualified for possible legal action, or charge off
- Performed desk reviews each month to ensure collection goals and deadlines were met

### **MAHI JEWEL, Surat – Admin**

July 2013 – Jan 2014

- Coordinated and organized office operation in a high-volume Jeweler business.
- Stimulated new business opportunities by supporting promotional and marketing programs
- Supervising business support and directing and enhancing daily administrative operations inclusive of office inventory management and general administration

### **BANANA FINMARK, Surat – Admin**

November 2008– June 2013

- Tracked stock movements using price filters in order to gauge and judge order flow/market inefficiencies
- Initiated trades based on merger arbitrage, technical analysis, as well as event driven

## SKILLS

- Effective Communication
- Creative mindset
- Team player
- Event management
- Time Management
- Adaptive to different Environment

## ACCOMPLISHMENTS

- Bagged monthly incentives for achieving target
- Participated in exhibition in Delhi, Chandigarh, Bombay(IIS), Calcutta & Gujarat for Jewelry Show
- Accomplished yearly target for 2018-2019 in ROSETTA DIAMOND JEWELLERY PVT LTD

## LANGUAGES

Gujarati, Hindi, English

## SOFTWARE SKILLS

- Programming Languages  
Basics & Account Soft.
- Software Packages  
MS-OFFICE
- Operating System  
WINDOWS-XP  
WINDOWS-98

**Ace Tours World Wild Pvt. Ltd., Surat – Sales Executives & Accountant**

April 2004– August 2007

- Involved in the strategic market planning for the companies services, as well as being in charge of the sales team.
- Experience of territorial marketing, account management and client relations and retention for organization

**EDUCATION**

Year	Degree	Board/University	Class
2003	B.Com	Bhavnagar University	Pass
2000	HSC	GSEB – Gujarati Medium	Pass
1998	SSC	GSEB – Gujarati Medium	Second

**Personal Particulars**

- Birthday : 23<sup>rd</sup> July 1982
- Current Address: Surat, Gujarat

**References:**

- 1) Kalpesh Sorthiya,  
9879549753