

CURRICULUM VITAE

Ashish Matlawala

Objectives

To work in an organization where I can use my skills and knowledge to deliver value added results as well as further enhance my learning and develop my career in the field of Diamond Industry.

Educational Qualification

Bachelor of Commerce (B.Com)

Name of the Course	Name of the University	Percentage	Year
B.Com	Mumbai	55%	2006
HSC	Mumbai	60%	2003
SSC	Mumbai	55%	2001

Computer Proficiency

Operating System	Windows 95/98, Windows XP, Windows 7
Application Packages	Ms. Office

Strengths

- Professional attitude towards work.
- Solid principles and techniques while approaching development from both practical and process perspective.
- Deep understanding of technology with focus on delivering business solutions.
- Good written and oral communication skills. Openness to learning new technologies.

Work Experience Summary

➤ Worked with M/s. Lalbhai Kalidas & Co.(2002-2012)

- Learned Manufacturing Skills of Rough Diamonds to Polish Diamonds.
- Polish Diamond Grader

➤ JANAM CORPORATION (2012-2016)

- Handling Sales Department
- Dealing with target audiences and managing customer relationships
- Online Marketing Generating new clients for the firm.
- Generating maximum sales from existing Diamond Companies & Brokerage.
- Collect requirements & supply diamonds
- Negotiate with buyers & sellers with respect to price, credit periods, rejections etc.
- Identifying new business opportunities & Ensuring the profitability of the division
- Feedback & data collection for product improvement.
- Quality Control of Finished Stones from GIA, IGI and HRD Labs.
- Pricing of the new stones which come after manufacturing from factories through In House Software and adjusting their price according to market and Rap net.
- Send Stones to repair back to Factory if required according to Weight, Color, Clarity and Cut.
- Representing company in the trade shows organized by IJJS, UBM.

3) S JOGANI EXPORTS PVT LTD (JUNE 2016-feb 2017)

- Handling Sales Department and grading department
- Pricing and marketing of The goods
- Negotiating with local and international buyers With respect to price and Credit Periods
- Generating maximum sales with effective Profit making for the company
- Preparing deal for big business with international and local buyers.
- Targeting and segmenting the market and effective selling
- Online marketing and generating profits.

4) J.B AND BROTHERS PVT LTD (18FEB 2021 TILL DATE.)

- Handling major sales department catering service to local as well as overseas clients
- Good skills in selling Fancy colour diamonds also
- Providing after sale service
- Identifying new business opportunities & ensuring the profitability of the division
- Specialized in sales to satisfy customer demands and needs
- Also explored and dealt with clients from countries where diamond industry is difficult to reach
- Self Motivation to reach the maximum sales target

Personal Details

Date of Birth	25 th September, 1983
Permanent Address	Flat no 15, 3 rd Floor, STE Sheetal CHS, Ovari pada, Dahisar East, Mumbai- 400 068
Mobile No.	+919820399226
Email	matlavalashish@gmail.com
Language knowledge	English, Hindi, Marathi, Gujarati
Marital Status	Single
Hobbies	Reading Novels, movies, music, traveling and Cricket

(ASHISH MATLAWALA)