**Curriculum Vitae**

**MR. ASHISH. NEMJI. SATRA.**

**PERSONAL PROFILE**

**ADDRESS:**

6, AMBA DARSHAN,

GAVDEVI SOCIETY,

G. GUPTE ROAD,

OPP OLD DON BOSCO SCHOOL,

DOMBIVLI (W)

THANE - 421202.

**DATE OF BIRTH:** 24th DECEMBER 1985.

**GENDER:**  MALE.

**RELATIONSHIP:**  MARRIED.

**CITIZENSHIP:** INDIAN.

**NATIVE:** KUTCH (GUNDALA).

**CONTACT NO:** (M) 9821821971

**EMAIL ID: aashish.n.satra@gmail.com**

**ACADEMIC QUALIFICATIONS:**

* B.COM FROM SHRIDHAR UNIVERSITY (DISTANCE EDUCATION)
* H.S.C. FROM D.K.V.C COLLEGE OF COMMERCE.
* S.S.C FROM DON BOSCO HIGH SCHOOL.

**OTHER QUALIFICATIONS:**

* COMPLETED CERTIFIED COURSE OF MS OFFICE.
* COMPLETED COMPUTER HARDWARE NETWORKING

FROM JETKING.

**WORKED EXPERIENCE:**

* WORKED WITH **T.B.Z. - THE ORIGINAL** AS SALES OFFICER & (ACTING C.R.O) in **3 Yr.** 
  + Handling complete sales with the team and looking into the merchandise of the 4 counters.
  + Coordinating with managers of the quarterly target and planning for the quarterly sales.
* WORKED WITH **FOREVER DIAMONDS JEWELLERY** FOR 1 YEAR AS AN **ASSISTANT STORE MANAGER.**
* Managing complete store with the team of 5.
* Opening and closing the store, daily sales reports on behalf of manager.
* Coordinating with Zonal Manager about the Monthly targets and planning.
* WORKED WITH **R.I.L RETAIL** IN **RELIANCE JEWELS** AS AN **ACTING SENIOUR SALES EXE.** FOR **1 Yr.**
* Handling complete Store activities with the coordination of manager and team of 15.
* WORKED WITH **FAB JEWELS PVT. LTD.** FOR **1.4 Yr.**  AS AN **SR. EXE. IN C.R.M & MARKETING DEPT (Back Office Marketing)**

**(Generating Sales & Quotations, Costing, Presentation, Estimation, Making Invoices, Credit/Debit note through company software and Excel).**

* WORKING WITH **B.N. JEWELLERS** **(PLATINUM DIVISION**) FOR **10.5 Yrs.**  AS **BUSINESS DEVELOPMENT MANAGER**

**(Keeping Good Relationship with Corporate Clients and Complete Follow-up with their Order, keeping complete track of Current Market trend, Regularly Discussing about the New Design with N.P.D Manager and creating new Design as per market Trend, Planning the Orders of Customers accordingly with Seniors as per the customer requirement and priority, Complete Coordination with Production about the requirement of raw material as per the customer requirements to deliver the products on time)**

**In short Complete handling the Corporate clients from order given to order dispatch.**

* **Working with Aarna Jewels as an Marketing Backoffice Manager from last 10 months. (Handling Clients Titan and Reliance) from New Order till Dispatch.**

**LANGUAGES KNOWN:**

* ENGLISH, HINDI, MARATHI, GUJARATI & KUTCHI.

DECLARATION:

THE INFORMATION GIVEN ABOVE IS TRUE TO THE BEST OF MY

KNOWLEDGE.

ASHISH.NEMJI.SATRA.

PLACE :- MUMBAI.