



KUSHAL BHAVSAR

Permanent Address : RAMDEVNAGAR, SATELLITE, AHMEDABAD – 380015.

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► **Experience : Total 7 Years of Experience in Sales Administration.**

► **PRAYOSHA FOOD SERVICES PRIVATE LIMITED – Petpooja - (IT COMPANY)**

- **As a Admin Executive – Since 1st July 2019 to 13th Oct 2020.**

DUTIES AND RESPONSIBILITIES :

- House Keeping Management, Vendors Management ,Materials Management.
- Vendor Payment Tracking for Purchased Items, follow up with Accounts Dept.
- Maintain relation with exiting vendors as well as develop new vendors.
- All over admin activity like vendor management, purchase management ,IT management etc.
- Maintain stock of all the pantry/HK Material/stationery/toiletries items.
- Strict Control on the Maintenance of AC,CCTV and access Control System.
- Courier Management, First Aid Box Management & Fire Drills.
- Maintain asset Inventory. Ordering and maintaining stationery and equipment, Office Inspection.
- Photocopying and Printing various documents. Updating Processing & filling of all documents.
- Resolving admin related problem of all Offices.
- Handle Employees Complaints for Network, Laptop and related and other types .
- Identifying Which Type of Technical Issues, Problems in Laptop, SIM card, Dongle.

- Regular Follow up with Left Employees For Return Company Kit.
- HR Coordination and Accounts, Legal Doc. Related Work.
- Employee Expenses Check.
- Employees Query Solving , Customer service, Office Maintenance, Supervising.
- Courier Work, Day to Day Courier Tracking, Dispatch Work.
- Coordinate With New Joiners and Courier Company Kit.
- ID Card, Visiting Card, Brochures, Pamphlets, T Shirts Printing Process.
- Event Management, taking Care of Event Material Inventory.
- Purchase Event Material, Coordination With Transporter For material Transfer.

► **ARYANPARV DEVELOPERS ,AHMEDABAD. : (Construction Firm)**

- **As a Sales Admin Executive .**
Since Dec 2015 to March 2019 . (3 YEARS & 3 MONTHS)

DUTIES AND RESPONSIBILITIES :

- House Keeping Management, Vendors Management ,Materials Management.
- In house Sales & Marketing Residential Projects, Handle Customer Inquiry.
- Identifying New Clients, Take Booking ,Promoting Product-Service.
- Regular Follow up with the Clients , Facility Management.
- Administration work , Banking Related Work, Maintain Legal Documents.
- Responsible for purchase orders for sites.
- Make a positive follow up with vendors for timely delivery, services.
- Maintain Petty Cash, Customer Accounts ,Expenses details in Excel.
- Customer Query Solving , Customer service, Building Maintenance, Supervising.
- Inspection maintenance properties or unsold units.

► **My Own Business . (Industry – Health Care Machine Through Treatment)**

- **As a Owner – Own Manufacturing - Since July -2013 to Nov -2015**

RESPONSIBILITIES :

- Own Manufacturing , Promoting Product-Service.
- Repairing – Servicing.
- Sales – Marketing . (– Business Closed in 2015.)

► **NAVNEET Publications Limited – AHMEDABAD.** (Industry : Education)

- **As a Sales Admin Executive Since August 2010 to June 2013.**
- **Reporting to Sales Officer – Sales Managers.**

DUTIES AND RESPONSIBILITIES :

- Month wise Tour Plan v/s actual, Expense Voucher and other Reports.
- Daily Secondary Details through Telephonic. Sec Booking ,School visit ,Order Booking.
- New Joining Formalities - Sample Kit, Tie, Sales Bag ,Visiting Cards, Employee Code.
- Sales Team Stationery Requirement - Visiting Card -Sales Bag, all Types of Reports etc.
- Sales Return Process, Check which Type of Defects. Packing, Dispatch, Transportation.
- Responsible for handling the Sales Force Admin work of states Wise.
- Works in Sales customer master, employee master, product master for efficient report generation.
- Maintain Category Wise/Product Wise Summary.
- To handle the Sales Force Automation System (SFAS) and coordinate the training as well as data collection / entry with the field force and Data Entry Operators.
- To track the field force activities by travelling with them in their territory.
- Prepare/design various sales analytical reports like Expense to Sales Ratio Reports, MIS Reports and Category Reports.
- To verify sales force's expense vouchers, payment sheet, attendance sheet, salary sheet.
- Weekly Attendance sheet Report . Courier Inward –Outward entry.
- To handle seniors travel and hotel accommodation arrangements.
- To overlook the HR activities and lead the team for developing various HR processes. (induction, Training)

› **PROFESSIONAL SKILLS :-**

- Good leadership skills , Exquisite Organizational & management skills.
- Ability to prepare, compose and assemble confidential information.
- Confident and flexible in work, Honestly Day to Day Work Complete.
- Effective communication skills.
- Good knowledge in Ms office Skills.
- Can able to work under pressure with Multitasking.
- Problem solver , Self –Motivator.
- Time Management, Work Planning, Discipline in Every Work.

≥ **PERSONAL INFORMATION :-**

▪ Date of Birth	25-07-1987
▪ Relationship status	Unmarried
▪ Nationality	Indian
▪ Religion	Hindu

▪ Educational Qualifications	B.com - Graduate with 50% .
▪ Computer Knowledge	Ms Office , Tally 9.0
▪ Language Known	Gujarati, Hindi, English

I hereby certify that the above details furnished by me are true to the best of my knowledge.

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