**Deepa advani**

**36 Years, Female.**

Balaji Wind Park, Near Vishnodevi circle

Vishnodevi, S.G. Highway.

**Email:**  deepaadvani2011@gmail.com, Mo: +91 9574651489.

**Carrier Objective:**

To pursue a dynamic and challenging career with an organization of repute, this gives value addition to the organization as well as offers opportunity to enhance professional skills while getting a high

Level of satisfaction and recognition where organizations consider me as an Asset.

**Computer Skills:**

I had done a course and have command of

Google Search Engine Optimization.

MS Office, Internet, D.T.P.,Social Media marketing.

**PROFESSIONAL EXPERIENCE:**

**Nov’18 Branch developer and Sales Manager**

**Till date FABULOUS INTERIOR**

Meeting with client and convince take our service, execution of whole project from start to end level ( presentation of design, material selection, checking there test after asking question and visit home) , make sure client making payment on time regard payment taking follow up on call and on meeting also, Handlingwhole project from start to end.

**May ’18 BDM and Sales**

**To Nov’18 Hometown, Ahmadabad, India**

Ensured each customer provided positive shopping experience with the use of cheerful attitudes, team member training, and implementation of guest surveys. Execute site to client, material selection, ready theme of whole project, talk to client start to project end. Convince customer for take our service. Managed daily activities and operation of sales floor, front end, guest services,

**August’14 Branch Developer Manager (Fabulous Interior)**

**To April’17** 1) Developed sales and marketing plans to increase company sales.

1. Supervised apprentices, carpenters, Electrician, general labourers, ceiling contractor, colour contractor, and other skilled and unskilled tradesmen.
2. Assisted the interior site manager in all areas of supervision, from liaising with architects and contractor to coordinating with surveyors and site owners. Make a BOQ and discuss with client.
3. Drafted plans, blueprints, and proposals for interior designer, safety directors, and local government bodies.
4. Responded to on-site emergencies professionally and efficiently.
5. Understand clients' needs and developing design concepts in

Consultation with the client

1. consider material according to client budget
2. Research and gather information and photographs related to the project
3. Execute whole drawing to client with detail discussion and finalise it

**August’10 MARKETING MANAGER AND ACCOUNT MANAGER**

**To Aug’14 NEMI CHEM INDUSTIRES, Ahmadabad, India**

Managed schedules, organized office functions, and oversaw daily operations of office with 21 employees

* Preparing of sales Register, Purchases Register , Sales Returns Register, Purchases Returns Register etc Preparing of Bank Book with Bank
* Supervise and train a staff of 3 regular admin and 4 other staff.
* Handling month-end closing, accounts receivable, accounts payables inventory analysis, capital expenditure reporting, .
* Answered incoming calls (avg. 40/day) resolving issues with both customers and billing department
* Maintains professional and technical knowledge by attending educational workshops; reviewing professional publications; establishing personal networks, Prepare, examine, and analyze accounting records, financial statements, and other financial reports to assess accuracy, completeness, and conformance to reporting and procedural standards.

**Academic Qualification:**

|  |  |  |  |
| --- | --- | --- | --- |
| **QUALIFICATION** | **MONTH & YEAR** | **UNIVERSITY / BOARD & INSTITUTE** | **PERCENTAGE** |
| Interior Designer diploma | July 2011 | INIFD | 69 % |
| B. Com. 3rd Year | April 2006 | GUJARAT UNIVERSITY SARDAR VALLABHBHAI COMMERCE COLLEGE A’BAD | 48.00%(Pass) |
| B. Com. 2nd Year | March 2005 | 44.85%(pass) |
| B.Com. 1st Year | March 2004 | 47.00%(pass) |
| H.S.C. (STD. 12**th**) | March 2003 | G.H.S.E.B | 59.50%(First) |
| S. S. C. (STD. 10th) | March 2001 | G.S.E.B | 64.29%(First) |

**Special Achievements:**

Winner at several Debate and Elocution Competitions at College and School level.

**key skills**

* Analytical skills , Communication
* Hotel operations, Conflict resolution
* Multi tasking, New business development
* Prioritizing, Problem-solving
* Project management, Time management

**Hobby:**

* Reading & surfing Internet.
* Listening to Music**,** Public relation. Sing a song.

**Personal Profile:**

* Father’s Name :- Rameshbhai Dyaldas Advani
* Lang. Known : - English, Hindi, Gujarati, Sindhi

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| --- |
| **Declaration:** |

I hereby declare that the above-mentioned information is true to the best of my knowledge. And I will be sincerely responsible for any misconduct.

**Total no. of yrs. Experience :**

* I have a total 7.5 Years of experience.

**LAST CTC Per Annum :**

* 3.35 lakhs

**Time Recuired for Joining Client Organisation :**

* Within 2-3 days

**Reason For Looking Out For Change :**

* For better prospects and growth.

Deepa R. Advani

Venue : Ahmedabad