

Rakhi Raul Jadhav

(Assistant Manager – Sales & Purchase Operation)

📍: Satyadeep, Phase-II, Nere – Panvel, Navi Mumbai | 📞: +91-900.498.3941 | ✉: rakhiraul19@gmail.com

Objective: To gain valuable experience in a retail sales environment where I apply and acquire knowledge & skills to pursue my career endeavors. Enthusiastic, outgoing and fashion savvy. Proficient in building positive relationship with new and existing customers by offering superior customer service.



Total Experience: 7 years & 3 months

Assistant Manager – Sales & Purchase Operation

Aeromarine Pvt. Ltd.

(December 2012 – July 2014)+ (March 2017 – Present)

(3 years & 7 months)

Sales Operation:

- Cross-trained and backed up other sales team members.
- Solved unresolved customer issues with the help of coordination.
- Assumed ownership over team productivity and managed work flow to meet and exceed customer service goals.
- Scheduled staff to cover peaks and lulls in customer enquiries.
- Trained staff on operating procedures and company services.
- Maintained up-to-date knowledge of products and services.
- Follow-up with the clients for quotations sent.
- Amending quotations as requested by the client, delivery challans preparation.
- Coordination and follow up with logistic team to ensure shipments are delivered on time.
- Preparing weekly, monthly, quarterly and yearly presentation on revenue generation done.
- Coordinating with accounts team to submit invoices are submitted on time.
- Outstanding payment follow-ups.
- Attending exhibitions, conferences and other relevant business events to gain extra knowledge and industry update.
- Client and vendor visits.

Purchase Operation:

- Floating enquiries to vendors.
- Negotiate pricing after comparing rates which came from different vendors.
- Collate purchase orders and purchase requisitions in order to order materials, goods and supplies.
- Send them to the vendors.
- Contact vendors to confirm purchase order details.
- Review inventories and order as required.
- Interact with the suppliers on a day to day basis.
- Review deliveries against the orders.
- Track the status of any orders.
- Deal with non-supplied, under orders, over orders and damaged goods.
- Ensure that any invoices are sent to accounts for payment.
- Produce and maintain all reports.
- Maintain relationship with vendors by visiting vendors on Saturday or inviting them to the office.
- Maintains files of descriptions of available supplies.

Management Coordinator

Speakwell English Academy

(March 2011 – October 2012)

(1 year & 6 months)

- Vendor Management. Inventory and stock management, prepared monthly reports.
- Handled logistic team and logistic requirements.
- Coordination with center directors and counselors.
- Organizing and attending business meetings.
- Achieving monthly target of book sale and funds.
- Tie up with websites for self-study material sales.

Sales Executive

Honyaku Remedies

(December 2008 – February 2011)

(2 years & 2 months)

- Owning the sales process of attracting new clients.
- Following up new business opportunities and setting up meetings.
- Preparing and delivering pitches to potential clients to achieve your sales target.
- Fostering a collaborative environment within the organization.
- Cold call to arrange meetings with potential customers to prospect for new business.
- Attending meetings with potential customers and closing sales.

Knowledge:

- ✓ MS office dynamics (Excel, Word, PowerPoint, Outlook)
- ✓ Tax Administration certified
- ✓ Tally9 & 7.2 Certified with 76%

Skills:

- ✓ Analytical and problem solving
- ✓ Decision making
- ✓ Effective verbal, listening & written communication
- ✓ Stress management
- ✓ Self-management skills

Personal Attributes:

- ✓ Honest and trustworthy
- ✓ Respectful
- ✓ Possess cultural awareness and sensitivity
- ✓ Flexible and adaptable nature
- ✓ Demonstrate sound work ethics

Language Known:

Language	Speak	Read	Write
English	✓	✓	✓
Hindi	✓	✓	✓
Marathi	✓	✓	✓

Educational History:

Degree/Diploma	University/Board	Year of Passing	Status/%
Appearing for MBA in Business Operation	ITM, Kharghar	Appearing	Appearing
M.Com (Part II) – Business Mgmt.	-	2011	Pass
Bachelor of Banking & Insurance	-	2008	63%
2 nd year (4 th sem) – Banking & Insurance	-	2006	61.4%
H.S.C. - Commerce	Maharashtra State Board	2005	60%
S.S.C.	Maharashtra State Board	2003	45%

Personal Information:

Name	Rakhi Rahul Jadhav
Date of Birth	06-July-1987
Address	Panvel, Navi Mumbai
Marital Status	Married & One Son (4 years old)
Joining Ability	Can join immediately

Interest:

Cooking | Outdoor activities